



CALVARY CHRISTIAN ACADEMY®

A ministry of Calvary Chapel Fort Lauderdale

STAFF APPLICATION PACKAGE

Confidential

Complete entire application and sign, send all requested forms, and return to:

By mail:

Calvary Christian Academy

Attention: Human Resources

2401 West Cypress Creek Road

Fort Lauderdale, FL 33309

954-315-7536 (office)

954-653-2966 (fax)

By e-mail to: hr4u@calvaryftl.org

Please have other forms mailed or faxed directly to the address above.



CALVARY CHRISTIAN ACADEMY®

Dear Applicant:

Our society today is a testimony of the fact that you cannot teach one thing and live another. Children learn by example at a far greater and longer-lasting capacity than by intellectual acquisition. You cannot teach them about Christ in the classroom if you are not going to emulate Him for them in your life. The innocence of a child can cut like a knife in detecting hypocrisy. They are not bound by our adult-skewed allegiance to a code of double standards which make the lack of integrity an acceptable norm. They are vulnerable and gullible enough to believe what we say, and when our actions do not line up, they are left with a confused and mixed message regarding God. The Lord does not candy-coat His attitude towards those who practice such double-mindedness:

"But whoever causes one of these little ones who believe in Me to stumble, it would be better for him if a millstone were hung around his neck, and he were thrown into the sea." (Mark 9:42 NKJV)

It will not be too long into this application process before it dawns upon you that we are not looking for teachers. The position for which you are applying is not a mere career, but rather a calling. We are looking for servants, called by God for the express purpose of making disciples for Christ, in fulfillment of the Great Commission. This, of course, will require you to be a disciple yourself, as you cannot give what you do not have.

We would appreciate those who have not sold out completely to the Lordship of Christ in their own personal life declining any further action in this application process. The mission is far too important to allow a half-hearted or diluted attempt at conveying the most critical message of our children's lives. For those who have the faith to finish this application, I commend you and will prayerfully ask the Lord to confirm this calling in your life and commission you as a soldier in the Lord's army at Calvary Christian Academy.

'Til the Whole World Hears,

PASTOR BOB COY
Senior Pastor

RJC/mwd



CALVARY CHRISTIAN ACADEMY®

Staff Application Instructions

Please complete the entire application in blue or black ink. DO NOT TYPE. All areas of this application will be under consideration, so please complete thoroughly and write legibly. Review and utilize the following checklist to assist you in returning the application with all necessary signatures and documentation to allow prompt processing of your information.

CHECKLIST

Check when completed:

Carefully review, sign and date the following areas:

- | | |
|-----------------------------------|--------------------------|
| 1. Statement of Faith (page 4) | <input type="checkbox"/> |
| 2. Applicant Statement (page 16) | <input type="checkbox"/> |

Attach the following documents:

- | | |
|---|--------------------------|
| 1. Current photo (photo will not be returned and must be an original) | <input type="checkbox"/> |
| 2. Copies of degrees and transcripts for each school attended | <input type="checkbox"/> |
| 3. Copies of any pertinent certifications | <input type="checkbox"/> |

Distribution of Recommendation Forms

Please complete the top portion of the enclosed Personal, Spiritual, and Professional Recommendations located at the end of this application and distribute them to six different people who can testify to your character and abilities. Each form should be given with a return envelope. Please request that your references be sent directly to Human Resources at the address provided.

Please assemble the above items and drop off or mail to:

Calvary Christian Academy
Attention: Human Resources
2401 West Cypress Creek Road
Fort Lauderdale, FL 33309

MISSION STATEMENT

Calvary Christian Academy exists to make disciples of Jesus Christ through a biblical school environment that prepares students to glorify God spiritually, academically and socially.

STATEMENT OF FAITH

Calvary Chapel has been formed as a fellowship of believers in the Lordship of Jesus Christ.

Our supreme desire is to know Christ and be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their overemphasis of the doctrinal differences that have led to the division of the body of Christ.

DOCTRINAL

1. WE BELIEVE in what is termed “The Apostles’ Creed” as embodying all the fundamental doctrines of orthodox evangelical Christianity.
2. WE BELIEVE there is one living and true God, eternally existing in three persons; the Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.
3. WE BELIEVE IN GOD, THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.
4. WE BELIEVE IN JESUS CHRIST, God’s only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings; His substitutionary atoning death; bodily resurrection; ascension into heaven; perpetual intercession for His people; and personal, visible return to earth. We believe that He is one and the same as God. He was fully human and fully God.
5. WE BELIEVE IN THE HOLY SPIRIT, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment and to regenerate, sanctify, and empower in ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, either at the time of or subsequent to regeneration, which is a separate work from the indwelling Spirit for salvation. We believe in the present ministry of the Holy Spirit and in the exercise of all biblical gifts of the Spirit as reflected through the fruit of that same Spirit.
6. WE BELIEVE that all the Scriptures of the Old and New Testaments are the Word of God, fully inspired and without error in the original manuscripts, and that they are the infallible rule of faith and practice.
7. WE BELIEVE all people are by nature separated from God and responsible for their own sin, but that salvation, redemption, and forgiveness are freely offered to all by the grace of our Lord Jesus Christ. When a person repents of sin and accepts Jesus Christ as his/her personal Lord and Savior, trusting Him to save, that person is immediately born again and sealed by the Holy Spirit, all of his/her sins are forgiven, and that person becomes a child of God, destined to spend eternity with the Lord.
8. WE AWAIT the pre-tribulation rapture of the church, and we believe in the literal Second Coming of Christ with His saints to rule the earth, which will be personal and visible. This motivates us to holy living, heartfelt worship, committed service, diligent study of God’s Word, regular fellowship, and participation in adult baptism by immersion and Holy Communion.
9. WE ARE NEITHER FIVE-POINT CALVINISTS, NOR ARE WE ARMINIANS. We adhere firmly to the biblical teaching of God’s sovereignty and man’s responsibility. We avoid any theological systems of belief that go beyond the written Word and thereby divide the body of Christ.
10. WE DO NOT BELIEVE in “positive confession” (the faith movement belief that God can be commanded to heal or work miracles according to man’s will); human prophecy that supersedes the Scriptures; the incorporation of humanistic and secular psychology into biblical teaching; the overemphasis of spiritual gifts and experiential signs and wonders to the exclusion of biblical teaching; or that true Christians can be demon-possessed.
11. WE BELIEVE in the universal Church, in the living spiritual body, of which Christ is the head and all regenerated persons are members.
12. WE BELIEVE the Lord Jesus Christ committed two ordinances to the Church: 1) baptism, and 2) the Lord’s Supper.

We believe in baptism by immersion and communion, both of which are open to all believers in Jesus Christ.

13. WE BELIEVE in the laying on of hands for the sending out of pastors and missionaries, and in conjunction with the anointing of oil by the elders for the healing of the sick.

PRACTICAL

14. WE BELIEVE the only true basis of Christian fellowship is Christ's (agape) love, which is greater than differences we possess, and without which we have no right to claim ourselves Christians.
15. WE BELIEVE worship of God should be spiritual; therefore, we remain flexible and yielded to the leading of the Holy Spirit to direct our worship.
16. WE BELIEVE worship of God should be inspirational; therefore, we give great place to music in our worship.
17. WE BELIEVE worship of God should be intelligent; therefore, our services are designed with great emphasis upon the teaching of the Word of God that He might instruct us on how He should be worshiped. We seek to teach the Word of God in such a way that its message can be applied to the individual's life, leading that person to a greater maturity in Christ. We teach both expositionally and topically.
18. WE BELIEVE worship of God should be fruitful; therefore, we look for His love in our lives as the supreme manifestation that we have been truly worshiping Him.
19. WE BELIEVE that the church government should be simplistic rather than a complex bureaucracy and we depend on the Holy Spirit to lead, rather than on fleshly promotion.
20. WE BELIEVE that the Bible clearly delineates that spiritual gifts are for the edification of the body and that they are to be exercised in love. We believe that love is more important than the most spectacular gifts, and without love, all exercise of spiritual gifts is worthless. In our services, we focus on a personal relationship with God through worship, prayer, and the teaching of the Word of God. We do not practice speaking in tongues during worship or while a Bible study is in progress because we do not believe that the Holy Spirit would interrupt Himself. God is not the author of confusion. These gifts are encouraged in more intimate settings, e.g., afterglow services and small groups where their benefit can accomplish the purpose for which they have been given—the edification of the body of Christ.

Comments/Questions _____

Are there any doctrines on our Statement of Faith with which:

- a. you are unfamiliar? Yes No _____
- b. you have a question? Yes No _____
- c. you disagree? Yes No _____

I have read the Statement of Faith and expressed my personal position relative to it.

Signature

Date

“Can two walk together, unless they are agreed?” – Amos 3:3

EVERYONE WHO SERVES AT CALVARY CHRISTIAN ACADEMY MUST BE FAMILIAR WITH AND SUPPORT CALVARY CHAPEL FT. LAUDERDALE'S STATEMENT OF FAITH



CALVARY CHRISTIAN ACADEMY®

ATTACH RECENT PHOTO BELOW



PART I: PERSONAL INFORMATION

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell # _____

E-mail Address _____

If hired, can you provide proof that you are legally entitled to work in the US? Yes No

If not, what steps must be taken for you to begin employment lawfully? _____

Where are you currently employed and what is your position there? _____

Are you presently under contract for the upcoming year? Yes No

What is your currently salary? _____

May we contact your present employer? Yes No

Date you could begin at CCA? _____

PART II: EMPLOYMENT PREFERENCES

Please select employment preference; specify choices for grade, subject, position, etc.

- Teacher 1st Choice _____ 2nd Choice _____ 3rd Choice _____
- Administrator 1st Choice _____ 2nd Choice _____ 3rd Choice _____
- Teacher Assistant _____
- Administrative Support _____
- Other _____

SAMPLE LESSON PLAN Teachers Only

If you are applying for a teaching position, using your 1st choice, choose a topic and construct a creative lesson plan for a given period during the course of one day. Using a separate piece of paper, please construct your lesson plan and be sure to include subjects, topic, objective, assignments, teaching method and materials used. Feel free to attach additional materials that might better enhance your ideas.

PART III: EDUCATION AND CERTIFICATION

EDUCATION

Please complete the following information regarding your education:

SCHOOL	DEGREE	COMPLETED Y/N	DATE

COPIES OF DEGREES AND TRANSCRIPTS:

Please be sure to attach copies of your degrees and transcripts. Transcripts are needed for each school attended. Original transcripts are not necessary.

CERTIFICATION

SUBJECT AREA	CERTIFYING AGENCY	CERTIFICATION DATE	EXPIRATION DATE

Are you willing to become ACSI certified within the first two years of teaching? _____

COPIES OF CERTIFICATIONS:

Attach copies of all certifications.

Attach copies of recommendation letters from your supervising teacher.

Please describe your proficiency with technology: _____

PART IV: WORK HISTORY

GENERAL

Subjects of special study, experience, interests, hobbies, activities (civic, athletic, etc.)

FORMER EMPLOYERS

Please list your last four places of employment. Please list PRESENT employer first. Please **do not** omit any.

DATES (MONTH AND YEAR)		NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM	TO				
FROM					
TO					
FROM					
TO					
FROM					
TO					

Which of these jobs did you like best? _____

What did you like most about this job? _____

PART V: SPIRITUAL MATURITY

How long have you been born again and walking with the Lord? _____

Which church do you attend? _____ How long have you attended? _____

How often do you attend Church? _____ Which service(s) and location? _____

Have you been water baptized? Yes No When/Where? _____

Do you currently serve *as a volunteer* in any areas of ministry? Yes No

If so, where? _____

Where have you served as a volunteer in the last five years? _____

Describe (a) how and when you came to know the Lord and (b) your walk. _____

Describe your devotional life. _____

What part does prayer play in your life? _____

What gifts do you believe the Lord has equipped you with to build up the Church? _____

We believe that all school staff serve as leaders and role models; therefore, we look to 1 Timothy 3 as the biblical requirements given to one who desires to lead in the Church. With that in mind, please comment/complete each of the following questions.

“Now the overseer must be above reproach, . . .” 1 Timothy 3:2 (NIV)

“. . . must give no grounds for accusation . . .” (Amplified)

Do you believe your life reflects the life of Christ in moral purity and Christian ethics? Is your life above accusation? Please comment. _____

“...he must manage his own household well...” 1 Timothy 3:2 (NIV)

Please describe your marriage and/or family life. _____

“. . . temperate, self-controlled, respectable, . . .” 1 Timothy 3:2 (NIV)

Do you believe that you exhibit control over your emotions and actions? Do your emotions ever affect your ability to work well with others? Please comment. _____

“. . . hospitable, . . .” 1 Timothy 3:2 (NIV)

Please describe how this applies to you.

“ . . . able to teach, . . . ” 1 Timothy 3:2 (NIV)

Do you believe that you have a good working knowledge of the Bible? Are you capable and ready to communicate the counsel of God’s Word to others? _____

“not given to drunkenness, . . . ” 1 Timothy 3:3 (NIV)

Describe whether you have ever used illegal drugs, whether you drink alcohol, and your feelings about the subject. _____

“ . . . not violent but gentle, not quarrelsome, . . . ” 1 Timothy 3:3 (NIV)

How do you deal with conflict? _____

“ . . . not a lover of money.” 1 Timothy 3:3 (NIV)

Please comment.

Please state your views on the following: (This is not a test of your Bible knowledge, but we do want to know what you believe regarding some important doctrines.) Please support answers with Scripture when applicable.

Creation versus Evolution _____

Salvation: What is it and how is it obtained? _____

The Trinity: _____

The Deity of Christ: _____

Please describe what the “*inerrancy of Scripture*” means to you. _____

The significance of *water baptism*: _____

Describe your understanding of the *rapture of the Church*. What is it and when will it take place in relation to the Tribulation Period? _____

Describe your understanding of the *Baptism of the Holy Spirit*. _____

Describe your beliefs about the use of *spiritual gifts* in the Church today (found in Romans 12 and 1 Corinthians 12): _____

Check any of the following Servant’s Classes/Resources have you completed?

- | | | | |
|--|--------------------------|---|--------------------------|
| Christianity 101 classes | <input type="checkbox"/> | <i>Philosophy of Ministry of Calvary Chapel</i> | <input type="checkbox"/> |
| <i>Calvary Chapel Distinctives</i> | <input type="checkbox"/> | “Serving God with your Gifts” (teaching) | <input type="checkbox"/> |
| <i>Why Grace Changes Everything</i> | <input type="checkbox"/> | Biblical Counseling classes | <input type="checkbox"/> |
| <i>Calvinism, Arminianism, and the Word of God</i> | <input type="checkbox"/> | | |

List any additional Calvary Chapel classes, books, or teaching material not noted above: _____

What, if any, Christian authors, books, pastors, or teachers have influenced you most?

PART VI: COMMITMENT TO CHRISTIAN EDUCATION

Describe your personal understanding of “Christian education.” _____

Why do you want to teach at a Christian vs. public school? _____

How do you view yourself as a role model for children? _____

PART VII: BACKGROUND INFORMATION

Have you ever pled “no contest,” nolo, or guilty to a crime, or been convicted of a crime?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are any charges currently pending against you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has any adjudication ever been withheld?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you ever been a defendant in a civil suit on an intentional tort (assault, battery, false imprisonment, invasion of privacy, intentional infliction of emotional distress, intentional wrongful death)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any commitments to any other employer which may affect your employment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

NOTE: Answering “yes” to these questions does not constitute an automatic bar to employ

If you answered yes to any of the preceding questions, please give dates and details explaining each answer (attach additional pages if necessary): _____

PART VIII: ADDITIONAL EMPLOYMENT STANDARDS

All applicants of Calvary Christian Academy must agree to and acknowledge the importance of their character being above reproach.

- Prior to employment or within 15 days of receiving notification of employment, ALL applicants shall complete **Section A**.
- Pre-Kindergarten Teacher Assistants, Pre-K Substitutes, and Eagle's Nest applicants shall complete **Section A and B**. *
- Pre-Kindergarten Teachers shall complete **Sections A, B, and C**. *

SECTION A

_____ Allow Calvary Christian Academy to contact any current employment references listed on this application.

_____ Provide Calvary Christian Academy with a photocopy of their driver's license, official State of Florida identification card or passport.

_____ Make themselves and their spouse (if applicable) available for a personal interview by a pastor or overseer.

_____ Complete a Criminal History Background check no longer than 48 hours prior to the first day of employment at Calvary Christian Academy.

* *The fingerprinting/background check for applicants desiring early childhood positions will be administered by the Broward County Department of Children and Families, as shown under Section B.*

SECTION B

_____ Complete a Broward County Child Care Licensing and Enforcement Criminal History Background Check including fingerprints. Note: Applicant will be responsible for a reimbursable \$53.82 fee and will report to the agency office on personal time to complete the process.

_____ Complete necessary Broward County Childcare Licensing and Enforcement forms, including, but not limited to: "Affidavit of Good Moral Character," "Child Abuse & Neglect Report Requirement," and "Physician's Statement of Good Health." *Note: applicant will be responsible for any costs incurred for needed medical examinations and tests mandated by these forms.*

_____ Agreement to begin or continue the 45-hour Early Childhood Development training within 90 days of employment at the direction of the Early Childhood Coordinator.

_____ Complete Broward County Childcare Licensing and Enforcement approved CPR and First Aid Course within six months of employment.

SECTION C

_____ Agreement to begin or continue Child Development Associate certification at the direction of the Early Childhood Coordinator (must have a minimum of 120 clocked childcare hours prior to enrollment of course).

APPLICANT STATEMENT

Calvary Christian Academy is a ministry of Calvary Chapel Church, Inc. D/B/A Calvary Chapel Ft. Lauderdale. All references to Calvary Christian Academy shall include the church and all reference to the church shall include Calvary Christian Academy. I understand that Calvary Christian Academy is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, handicap or disability or any other category protected by Federal, State or local law. As a religious organization the Civil Rights Act of 1964 exempts Calvary Christian Academy against discrimination in employment on the basis of religion. All applicants and employees are required to adhere to Calvary Chapel Fort Lauderdale's Statement of Faith to be eligible for hire and in the course of their duties and responsibilities as an employee of Calvary Christian Academy.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Calvary Christian Academy or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing such information to Calvary Christian Academy. I also authorize Calvary Christian Academy to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information.

I understand that Calvary Christian Academy reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an employee anytime during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Calvary Christian Academy or its designee. I release Calvary Christian Academy and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connection with such tests.

I understand that this employment application and any other documents are not promises of employment. Should I be employed I understand that my employment will be on an "at-will basis." I further understand that if I am employed, I may terminate my employment at any time, with or without cause, and with or without advance notice and that Calvary Christian Academy has a similar right. I understand that no manager, representative, or agent of Calvary Christian Academy has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook or agreed to between myself and Calvary Christian Academy at the time of hire.

The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Calvary Christian Academy's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I acknowledge that Calvary Christian Academy may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Calvary Christian Academy. I authorize Calvary Christian Academy to obtain this information periodically while I am employed.

This application will be considered "active" for a maximum of one year. If you wish to be considered for employment after that time, you must reapply.

Do not sign until you have read and understand these statements.

Applicant's Signature

Date

Print Name



SPIRITUAL RECOMMENDATION

This form is to be filled out and returned via mail, e-mail or faxed directly to:

Calvary Christian Academy

Attention: Human Resources

2401 West Cypress Creek Road

Fort Lauderdale, FL 33309

PHONE: 954.315-7536

FAX: 954.653.2966

EMAIL: HR4U@calvaryftl.org

Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Christian Academy (CCA). We appreciate your honest evaluation of the applicant's spiritual life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Personal commitment/devotion to Jesus Christ					
2. Life reflects the life of Jesus Christ in moral purity					
3. Actions are temperate and self-controlled					
4. Has a good working knowledge of the Bible					
5. Capable of communicating God's Word to children					
6. His/her life reflects Christian ethics					
7. His/her life is above reproach					
8. Manages his/her household well					
9. Exhibits control over emotions					
10. Actively extends Christ's love to others					
11. Has a great desire to learn and grow spiritually					
12. Deals with conflict in a biblical manner					
13. Is content with his/her life					
14. Is not given to drunkenness					
15. Is not a lover of money					
16. Regularly attends church service					
17. Is a good influence on others					
18. Leads a respectable life					
19. Exhibits a life surrendered to the Lord					

How would you describe the applicant's overall spiritual character?

How would you describe the applicant's overall Christian experience and example?

If the applicant is hired, is there an area of his/her spiritual life that CCA could help to nurture and grow?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature _____ Date _____



PROFESSIONAL RECOMMENDATION

This form is to be filled out and returned via mail, e-mail or faxed directly to:

Calvary Christian Academy

Attention: Human Resources

2401 West Cypress Creek Road

Fort Lauderdale, FL 33309

PHONE: 954.315-7536

FAX: 954.653.2966

EMAIL: HR4U@calvaryftl.org

Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Christian Academy (CCA). We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Has a personal commitment to teaching					
2. Is able to teach children in a way that is effective					
3. Is a role model for children and adults					
4. Is dependable					
5. Contributes as a team player					
6. Shows a genuine interest in students					
7. Is active in extracurricular activities					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Is a person of integrity					
11. Has a great desire to continue to learn					
12. Has the ability to communicate ideas well					
13. Uses creative teaching techniques, demonstrating new ideas and concepts					
14. Heeds to counsel of supervisors					
15. Shows initiative					

	Not Observed	Weak	Fair	Good	Very Good
16. Has an impeccable work ethic					
17. Competent in teaching abilities					
18. Exhibits self-discipline					
19. Exhibits leadership skills					
20. Exhibits intellectual ability					
21. Demonstrates good interpersonal skills					
22. Acts as a coach or mentor to students					
23. Demonstrates potential for career advancement					
24. Effectively plans classroom strategies					
25. Demonstrates aptitude for chosen profession					

How would you describe the applicant's overall professional character?

How would you describe the applicant's overall teaching abilities?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: _____ Date: _____



PERSONAL RECOMMENDATION

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Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Christian Academy (CCA). We appreciate your honest evaluation of the applicant's personal life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Is a person of integrity					
2. Displays a passion for teaching					
3. Shows a genuine interest in others					
4. Is dependable					
5. Is reliable					
6. Is honest					
7. Encourages others					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Sets personal goals and follows through with them					
11. Shows respect toward others					
12. Is trustworthy					
13. Is self-disciplined					
14. Shows a consistency between words and actions					

	Not Observed	Weak	Fair	Good	Very Good
15. Is a good listener					
16. Is loving towards others					
17. Is always available and accessible					
18. Easily builds relationships with others					
19. Offers a helping hand when others are in need					

How would you describe the applicant's overall character? (Please describe actions or behaviors which can support your comments, if possible)

How would you describe the applicant's overall personality and how it fits with working at a Christian school?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: _____ Date: _____



SPIRITUAL RECOMMENDATION

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Calvary Christian Academy
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2. Life reflects the life of Jesus Christ in moral purity					
3. Actions are temperate and self-controlled					
4. Has a good working knowledge of the Bible					
5. Capable of communicating God's Word to children					
6. His/her life reflects Christian ethics					
7. His/her life is above reproach					
8. Manages his/her household well					
9. Exhibits control over emotions					
10. Actively extends Christ's love to others					
11. Has a great desire to learn and grow spiritually					
12. Deals with conflict in a biblical manner					
13. Is content with his/her life					
14. Is not given to drunkenness					
15. Is not a lover of money					
16. Regularly attends church service					
17. Is a good influence on others					
18. Leads a respectable life					
19. Exhibits a life surrendered to the Lord					

How would you describe the applicant's overall spiritual character?

How would you describe the applicant's overall Christian experience and example?

If the applicant is hired, is there an area of his/her spiritual life that CCA could help to nurture and grow?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature _____ Date _____



PROFESSIONAL RECOMMENDATION

This form is to be filled out and returned via mail, e-mail or faxed directly to:

Calvary Christian Academy
Attention: Human Resources
2401 West Cypress Creek Road
Fort Lauderdale, FL 33309
 PHONE: 954.315-7536 FAX: 954.653.2966
 EMAIL: HR4U@calvaryftl.org

Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Christian Academy (CCA). We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Has a personal commitment to teaching					
2. Is able to teach children in a way that is effective					
3. Is a role model for children and adults					
4. Is dependable					
5. Contributes as a team player					
6. Shows a genuine interest in students					
7. Is active in extracurricular activities					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Is a person of integrity					
11. Has a great desire to continue to learn					
12. Has the ability to communicate ideas well					
13. Uses creative teaching techniques, demonstrating new ideas and concepts					
14. Heeds to counsel of supervisors					
15. Shows initiative					

	Not Observed	Weak	Fair	Good	Very Good
16. Has an impeccable work ethic					
17. Competent in teaching abilities					
18. Exhibits self-discipline					
19. Exhibits leadership skills					
20. Exhibits intellectual ability					
21. Demonstrates good interpersonal skills					
22. Acts as a coach or mentor to students					
23. Demonstrates potential for career advancement					
24. Effectively plans classroom strategies					
25. Demonstrates aptitude for chosen profession					

How would you describe the applicant's overall professional character?

How would you describe the applicant's overall teaching abilities?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: _____ Date: _____



**CALVARY
CHRISTIAN
ACADEMY®**

PERSONAL RECOMMENDATION

This form is to be filled out and returned via mail, e-mail or faxed directly to:

Calvary Christian Academy
Attention: Human Resources
2401 West Cypress Creek Road
Fort Lauderdale, FL 33309
 PHONE: 954.315-7536 FAX: 954.653.2966
 EMAIL: HR4U@calvaryftl.org

Name of Applicant: _____ Date: _____

Position desired: _____

The individual named above is applying for a position at Calvary Christian Academy (CCA). We appreciate your honest evaluation of the applicant's personal life. Thank you for your part in this recommendation process.

Your name (please print): _____

Telephone (work): _____ (home): _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.

	Not Observed	Weak	Fair	Good	Very Good
1. Is a person of integrity					
2. Displays a passion for teaching					
3. Shows a genuine interest in others					
4. Is dependable					
5. Is reliable					
6. Is honest					
7. Encourages others					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Sets personal goals and follows through with them					
11. Shows respect toward others					
12. Is trustworthy					
13. Is self-disciplined					
14. Shows a consistency between words and actions					

	Not Observed	Weak	Fair	Good	Very Good
15. Is a good listener					
16. Is loving towards others					
17. Is always available and accessible					
18. Easily builds relationships with others					
19. Offers a helping hand when others are in need					

How would you describe the applicant's overall character? (Please describe actions or behaviors which can support your comments, if possible)

How would you describe the applicant's overall personality and how it fits with working at a Christian school?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to teach young children at CCA?

Please attach an additional sheet if you wish to add any other relevant remarks.

Signature: _____ Date: _____