

Employment Application

2011



3266 Southside Boulevard • Building 3 • Jacksonville, Florida 32216
Phone (904) 928-1069 • Fax (904) 928-3393



CALVARY CHRISTIAN JR. ACADEMY

Confidential Application for Employment

Please print all information except when a signature is requested.

Personal Information		
Last Name	First Name	Middle Name
Street Address		Phone
City	State	Zip Code
Date of Birth	Age	Sex
Place of Birth	U.S. Citizen?	SSN
Marital Status	Spouse's Name	Will you need placement at CCJA for your children?
Children's Names and Ages:		
Ministry Information		
<p><i>When you apply for a position at Calvary Christian Jr. Academy, you are applying for a ministry position with a business affiliated with Calvary Worship Center. Therefore the following information is required in order for our staff to consider your application.</i></p>		
Religious Domination	Church of Attendance	Pastor's Name
Are you a Christian?	Year of Baptism	Have you ever led a child to Christ?
Have you ever been involved in Children's Ministry?		
Briefly describe your salvation experience:		
Placement Information		
Briefly describe why you want to work at CCJA:		
Position Desired		Pay Desired
How soon will you be available to work?		
What days/ hours can you work?		



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Employment Information		
Have you ever worked for a Christian organization? If so, where?		
Are you presently employed?		
Place of Employment:	Current Salary:	
Name of Supervisor:	May we contact your supervisor?	
Employment History		
1	Company Name:	Telephone Number ()
	Address:	Employed (month and year) From: To:
	Name of Supervisor:	Reason for leaving:
	Job Title and Description:	Salary/Rate of Pay
2	Company Name:	Telephone Number ()
	Address:	Employed (month and year) From: To:
	Name of Supervisor:	Reason for leaving:
	Job Title and Description:	Salary/Rate of Pay
3	Company Name:	Telephone Number ()
	Address:	Employed (month and year) From: To:
	Name of Supervisor:	Reason for leaving:
	Job Title and Description:	Salary/Rate of Pay
4	Company Name:	Telephone Number ()
	Address:	Employed (month and year) From: To:
	Name of Supervisor:	Reason for leaving:
	Job Title and Description:	Salary/Rate of Pay



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Educational History		
High School	School Name:	Did you Graduate?
	Address:	Dates Attended From: To:
	Area of Study	Title of Degree or Diploma
College	School Name:	Did you Graduate?
	Address:	Dates Attended From: To:
	Area of Study	Title of Degree or Diploma
College	School Name:	Did you Graduate?
	Address:	Dates Attended From: To:
	Area of Study	Title of Degree or Diploma
Other Education	School Name:	Did you Graduate?
	Address:	Dates Attended From: To:
	Area of Study	Title of Degree or Diploma
HRS Required Training Program		
Have you taken any of the HRS required courses for childcare?		
If so, how many hours do you have?		
Have you taken any courses in the CDA program?		
Do you have a CDA or equivalency?		
Do you have a current CPR card?		
Do you have a current First Aid card?		
Signature		
The information provided in the application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.		
Employee Signature:		Date:



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Personal History
Have you ever been convicted of a felony?
If yes, please explain:
Have you ever been involved with a child abuse or neglect court action or official investigation?
If yes, please explain:
Have you ever been accused of and/or convicted of a crime involving actual or attempted sexual molestation of a minor?
If yes, please explain:
Do you have any physical handicaps or conditions preventing you from performing certain types of activities relating to children's work?
If yes, please explain:
Do you use any drugs not prescribed by a physician?
If yes, please explain:



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What medications are you currently take? List All Medications and their purpose	
Do you have any history of mental illness or instability?	
If yes, please explain:	
Do you use any tobacco products of any kind?	
If yes, please explain:	
Do you consume alcohol beverages of any kind?	
If yes, please explain:	
Do you presently have any communicable diseases (Including HIV and AIDS?)	
If yes, please explain:	
Are you willing to submit to a drug test?	
Are you willing to submit to a random drug testing?	
Have you ever worked in a facility that has had a license denied?	
Have you ever worked in a facility that has had a license that has been revoked?	
Have you ever worked in a facility that has been subject to a disciplinary action or been fined?	
If yes, please explain:	



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Personal Attitude Survey

My childhood was...	
When I first get up in the morning, I feel...	
What I consider a real mess is...	
The kind of mess doesn't bother me is...	
The teacher I remember most from my childhood was... (Be detailed)	
Teachers need...	
Teachers should...	
Supervisors should be...	
I am easy to get along with because...	
My pet peeve in the work situation is...	
Preschool should be...	
I want to work at this preschool because...	
I think Christian education is important but...	
The best way to deal with a temper-tantrum is to...	
Children who are disobedient need...	
Spanking children at school is...	
Talking with parent's is difficult because...	
Talking with parent's is difficult because...	
When I talk to an angry parent, I...	
When I have a really bad day, I...	
The thing that will cheer me up most is...	



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Personal Attitude Survey

These phrases refer to children who range from 1 to 6 years old. Please complete each phrase in as few words as possible. Complete them quickly, briefly, and honestly. There are no right answers. We are looking for the first thought to come into your head.

Children are wonderful, but...	
When a child cries it makes me feel...	
When I speak to children...	
Children who are not potty trained...	
What children NEED most is...	
What children WANT most is...	
A child feels unhappy when...	
Children are naughty because...	
Children who "pretend"...	
Friends are important to children because...	
Children get into everything because...	
Children learn the most when...	
Children's art is...	
Before children go to kindergarten they should know...	
My favorite story or book for children is...	
My favorite activity with children is...	
My favorite children's game is...	
My favorite children's TV show is...	
Something that makes me smile is...	
Something that makes me so angry is...	
When I first get up in the morning, I feel...	



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DCF Class Agreement

Excerpt from the ACSI Standard for Approval for Florida Child Care Facilities

- 1.6.1 All personnel must start the state 45-hour training course. Within 90 days of employment, each childcare staff person shall begin the 40-hour state training and shall complete such training within one year of the date on which the training began.
- 1.6.2 Each facility employee is to obtain 10 hours of In-Service training annually. Documentation of this training is to be maintained in the staff member's personnel file.
- 1.6.3 Each facility employee is to obtain a current First Aid Certificate and training in infant and Child CPR.

I understand that I must begin the DCF Training Classes within the first 90 days of my employment. I understand that failure to begin these classes within 90 days will result in suspension of my employment until I have met this requirement.

Signature: _____ Date: _____

I understand that I am responsible for obtaining a First Aid Certificate and training in Infant and Child CPR within the first 90 days of my employment. I understand that failure to obtain these credentials within 90 days will result in suspension of my employment until I have met this requirement.

Signature: _____ Date: _____



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Employee Financial Agreement

If you receive an offer of employment at Calvary Christian Jr. Academy, you will be financially responsible for the following item. Please initial each item to indicate that you have been made aware of your financial obligations.

- Sheriff's Office Local Record Check Approximately \$5.00
- Live Scan Approximately \$42.25
- HRS 45 Hour Training Classes Approximately \$40.00

You must begin these classes within the first 90 days of employment. They are available through FSCJ. If you have completed your 45-hour class, you will need to get your 10-hour class. These requirements are subject to change as a result of changes in the Florida State Requirements.

- Infant and Child CPR Card Fee Varies
- First Aid Certificate Fee Varies

The CPR and First Aid Certificates are available through the American Red Cross at approximately \$60.00. You will have 90 days to complete this requirement. You may also arrange training through any Certified Organization.

By signing below I am indicating that I have been made fully aware of my financial obligations for employment at Calvary Christian Jr. Academy.

Signature: _____

Date: _____

