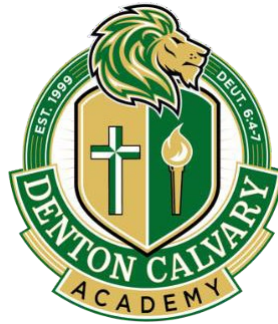


Denton Calvary Academy

1910 E. University Drive • Denton, TX 76209 • 940-320-1944
www.dentoncalvary.org



EMPLOYMENT APPLICATION

Please return to:
Human Resources
Email: careers@dentoncalvary.org

Instructions and Position Requirements

Dear Applicant:

We truly appreciate your interest in Denton Calvary Academy. Denton Calvary is looking for dedicated employees to join our school family who

1. are committed Christians, active in their local church, and growing in their personal walk with Christ;
2. desire to work in an independent, conservative, University-Model Christian school;
3. see their role as an opportunity to disciple and nurture children and help them develop godly character;
4. have a passion for teaching and the ability to communicate effectively to students;
5. and are above reproach in personal lifestyle and character.

All Applicants

Denton Calvary Academy (DCA) is an equal opportunity employer that maintains a policy of non-discrimination with respect to race, color, sex, national origin, age, disability of otherwise qualified individuals, or affiliation with any uniformed military service. However, DCA is a primarily religious entity. Our curriculum is grounded in biblical, Christian principles and our principal mission is to develop, support, and strengthen the Christian faith and character of our students, faculty, staff, and families. As such, DCA requires all candidates and employees to affirm, agree, and adhere to its *Statement of Faith*.

This application must be completed in full. Please print, type, or write. Answer every question. Please include copies of official transcripts (college level and above) and a current resume if available. If you are applying for a teaching or administrative position, also include a copy of your state teaching/administrative certificate(s).

Administrator Applicants

All applicants for Headmaster and Head of School (Principal) positions must have an earned a graduate degree and achieved demonstrable preparation/experience for the position. All other administrators having responsibilities for instructional/student services must have degrees or training/experience appropriate to the assignment.

Teaching Applicants

All applicants for teaching positions must have one of the three requirements listed below:

1. Current teaching certificate from any state in the subject area or grade level you would be teaching.
2. Degree/major in the subject area you would be teaching.
3. Other teaching and/or related experience that qualifies you for the position.

All Applicants

If you are hired, you will be required to verify identity and eligibility to work in the United States and to complete the required Form I-9 Employment Eligibility Verification.

Personal Data

Name: _____ Date of Application: _____
First Middle Last

Previous/different last name(s) used in past seven years (please indicate N/A if you have no other names)

Address: _____

City: _____ State: _____ Country: _____ ZIP: _____

Email: _____

Preferred Phone (hm/wk/cell): _____

Job Interest

Position(s) Desired: _____ Date Available for Employment: _____

How did you hear about Denton Calvary? _____

Education and Training (Please do not abbreviate school names.)

Full School Name	City	State	Major	Graduated	Degree	Cum. GPA
Trade School/Technical School:				Yes No		
College:				Yes No		
College:				Yes No		
College/Graduate School:				Yes No		
College/Graduate School:				Yes No		

Please indicate the name(s) you used during your highest level of education:

All Applicants

Prior Address Information

Please indicate all addresses (other than the current address indicated on Page 3) that you have used in the last seven years. (Use additional sheet if necessary.)

Street Address:		
City:	State:	ZIP Code:
Country:	Dates At This Address From:	To:

Street Address:		
City:	State:	ZIP Code:
Country:	Dates At This Address From:	To:

Street Address:		
City:	State:	ZIP Code:
Country:	Dates At This Address From:	To:

Employment

Were you ever previously employed by Denton Calvary? Yes _____ No _____

If yes, dates employed From: _____ To: _____

Position(s)? _____

Why did you leave? _____

Are you currently subject to an employment agreement or contract with another employer? _____

If yes, please explain _____

All Applicants

Employment Record

Starting with your current or most recent employment, list all previous employers. Please include self-employment, military service, summer, and part-time jobs. Please complete in full for each employer; writing “see resume” is not acceptable. Use additional sheet if necessary to cover ten years of employment.

Organization Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? Now _____ After acceptance of offer _____			
Reason for Leaving:			Name and Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? Now _____ After acceptance of offer _____			
Reason For Leaving:			Name and Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title and Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? Now _____ After acceptance of offer _____			
Reason For Leaving:			Name and Title of Supervisor:

All Applicants

Do you have any relatives who are currently employed by DCA or who serve on the Denton Calvary Board? Yes _____ No _____ If yes, please list their names: _____

Are you a current DCA Parent? Yes _____ No _____ if yes, please list students name(s) and grade(s). _____

Did you attend DCA? Yes _____ Years Attended _____ No _____

Why do you desire to make a change from your present position?

Please discuss your spiritual journey, what Christ means to you, and the difference He makes in your life.

(Use additional sheet if needed.)

Do you attend church regularly? Yes _____ No _____

If yes, what church do you attend, how long have you attended, and what is the denomination or affiliation?

All Applicants

Are you a member of a church? Yes _____ No _____

Please provide the name and phone number of your pastor or other church leader whom we may contact:

Name: _____ Position: _____ Daytime Phone: _____

Name one person upon whom you have had some spiritual input, and briefly describe your relationship.

Additional References

Besides your pastor and current or past supervisor, please list at least six other people we may contact with reference to your application. Include teaching peers if applicable.

<u>Reference Name</u>	<u>Title/Relationship</u>	<u>Daytime Phone Number</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Legal History

- Y___ N___ Have you ever been convicted of a criminal offense (felony or misdemeanor)?
Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.
- Y___ N___ Have you ever been charged with a sexual offense, an offense relating to children, or a crime of violence?
- Y___ N___ Have you ever been reported to any organization or registry for abuse or misconduct involving children?
- Y___ N___ Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body for violence, sexual misconduct, or misconduct involving children?

All Applicants

Y___ N___ Have you ever been disciplined or dismissed from any volunteer position or employment for any reason, or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

Y___ N___ Have you ever been reprimanded or asked to leave or end your membership in an organization in which you were volunteering?

Y___ N___ Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?

Y___ N___ Do you now or have you ever sought out or intentionally viewed child pornography?

If you answered “yes” to any of the above questions, please explain fully. (Use additional sheet if needed.)

This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of any crime and date of offense will be considered.

Teaching and Administrative Applicants

For Teaching and Administrative Management positions only.

Do you have a state teaching certificate? Yes _____ No _____

If yes, from what state? _____ Is your state certificate current? Yes _____ No _____

What grade levels and/or subjects does your certificate allow you to teach? _____

Have you taken twelve hours or more of professional education courses? Yes _____ No _____

How many years of formal teaching experience do you have in a traditional school setting?

_____ years full-time

_____ years part-time

Placement Data

What grades and subjects are you qualified to teach? _____

What grades and subjects would you prefer to teach and why? _____

Please comment on the Lord leading you toward teaching in a Christian school.

Administrative Applicants

For secretarial, administrative assistant, maintenance, and substitute teaching positions only.

Secretarial and Administrative Applicants

Rate your ability level for each of the following items:

1=no knowledge 2=basic knowledge 3=personally proficient 4=proficient, able to train others

___ MS PowerPoint

___ MS Outlook

___ Renweb/FACTS

___ MS Word

___ Desktop Publishing

___ WordPress

___ MS Excel

___ Windows

___ Web Site Design

___ MS Publisher

___ Photoshop

Typing Speed: _____

Other secretarial skills: _____

Other education or course work related to this field: _____

Maintenance Applicants

Please indicate the amount and level of experience you have in the following areas:

HVAC repairs: _____ Carpentry: _____

Plumbing repairs: _____ Sheetrock repair: _____

Electrical repairs: _____ Irrigation repair: _____

Painting: _____ Roofing repair: _____

Small Engine repair: _____ Floor/Carpet care: _____

How much weight can you lift and carry comfortably? _____

Other relevant maintenance skills: _____

What power tools have you operated? _____

What equipment can you operate? _____

Other education or course work related to this field:

Substitute Teacher Applicants

For substitute teacher positions only.

Substitute Teacher Applicants

I would prefer to substitute in _____ Lower School (Kindergarten-4th) _____ Middle School (5th – 8th)

I would prefer not to teach a class, but to only monitor or administer quizzes and tests. _____

I would like to monitor but am also prepared to teach in the following grade levels or subject areas:

Please check the subjects that you are interested in.

Kindergarten – 4 th	High School English	Computer
Middle School English	High School History	Music/Choir
Middle School History	High School Math	Physical Education
Middle School Math	High School Science	Speech
Middle School Science	Bible	Visual Arts
Latin	Spanish	Other Electives

Why do you want to substitute rather than teach full-time? _____

Please list what days and times you are available:

Day of the week available	Available all day	Hours available
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Coaching Applicants

For coaching positions only.

In what sports did you participate in during high school? _____

In what sports did you participate in during college? _____

What role does athletics have in a student's overall education?

How would you integrate your Christian faith into your coaching philosophy? _____

How did your experience as a high school and/or college athlete affect your growth as a person? _____

Did you have a coach that you especially admired? Yes _____ No _____

Please describe. _____

Coaching Applicants

What are your top three personal goals as a coach? _____

Have you ever served as a referee, official, or judge for any sport? Yes _____ No _____
If yes, please specify. _____

Have you ever been ejected or removed from a sporting event as a coach, athlete, or spectator? ____ Yes ____ No
If yes, please explain the circumstances. (Use additional sheet if necessary.) _____

Coaching Experience

Sport	Year(s)	Age of Athletes Coached	Coaching Position

All Applicants

Privacy Policy

At DCA, we are committed to protecting your privacy. Your personal information may be maintained in an electronic database in the U.S. and will be processed by a third-party provider for purposes of conducting background investigations. Your personal information will be used by Denton Calvary for recruitment and background check purposes. The information under our control will be protected from loss, misuse, unauthorized access or disclosure, alteration, or destruction. By submitting your personal information and signing this application, you agree that Denton Calvary may process it for recruitment, Human Resources processes, and background check purposes.

Applicant Release and Acknowledgement

I understand that Denton Calvary Academy requires certain information about me in order to evaluate my qualifications for employment and to conduct its business should I become an employee. Therefore, I authorize Denton Calvary to conduct all required background checks, investigate my past employment, educational credentials, and any other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to Denton Calvary from responsibility with respect to information supplied.

I agree that Denton Calvary may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside Denton Calvary in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand that Denton Calvary intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

I agree that I will not disclose or use while interviewing with or employed with Denton Calvary any confidential or proprietary information of others, including any former employer.

I understand that any employment with Denton Calvary would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or Denton Calvary may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in a written agreement signed by a duly authorized officer of Denton Calvary Academy.

I understand that any false answers or statements made by me in this application, any supplement thereto, or in connection with the above-mentioned investigations may be grounds for refusal of employment, may invalidate my employment or, if employed, will be sufficient grounds for immediate discharge and render me ineligible for any benefits. Once submitted, the application and all supporting materials for employment at Denton Calvary, become the property of DCA.

All applicants are required to read and sign our Statement of Faith. It can be found in the "Employment" section of our website (<https://dentoncalvary.org/docs/school-foundations.pdf>) or through the previous link.

My signature below acknowledges that I have read, understood, and agreed to the terms of my entire application. It also affirms that I have read and agree with Denton Calvary Academy's Statement of Faith.

Applicant's Signature: _____ Date: _____

Please return to: Denton Calvary Academy, Attention Human Resources, 1910 E. University Dr., Denton, TX, 76209
Or email careers@dentoncalvary.org. If you have any questions,
please call 940.320.1944.



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