



## Calvary Christian School

1815 N. 7th Street  
Harlingen, TX 78550  
(956)425-1882  
[www.calvaryharlingen.org](http://www.calvaryharlingen.org)

### Calvary Christian School Employee Application

\_\_\_\_\_ Application

\_\_\_\_\_ Copy of Driver's License

\_\_\_\_\_ Copy of Social Security Card or Birth Certificate

\_\_\_\_\_ Background Check

If Hired:

\_\_\_\_\_ W-4

\_\_\_\_\_ Employment Eligibility (I-9)

Qualified applicants are employed without regard to race, gender, color, age, ethnic background, or national origin.



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“Calvary Christian School is an accredited private Christian school (K—8) and a ministry of Calvary Baptist Church. A teacher must profess a belief in and commitment of Jesus Christ as Lord and Savior. A teacher’s belief and lifestyle is expected to reflect a stance against immoral behavior, such as, but not limited to, drug abuse, alcoholism, abortion, promiscuity, homosexuality and profanity. One should weigh carefully the compatibility of his/her outward lifestyle and inward commitment with the strong Christian stance of the school before submitting an application.”

Calvary Christian School does not discriminate on the basis of gender, age, race, color, ethnic background, or national origin.

Date of Application \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Name in Full \_\_\_\_\_  
First Middle (Maiden) Last

Physical Address \_\_\_\_\_  
Street Number and Name City State Zip

Mailing Address \_\_\_\_\_  
Street Number and Name City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please check all positions you are interested in:

\_\_\_\_\_ Preschool Teacher (Infants, Toddlers, 2, 3, & 4 year olds) certification preferred but not required

\_\_\_\_\_ Teacher’s Aide: Grade preferred \_\_\_\_\_

\_\_\_\_\_ Before/After School Care (must accumulate 15 hours of workshops annually)

\_\_\_\_\_ Office Staff

\_\_\_\_\_ Kitchen/Custodial Staff

\_\_\_\_\_ Special Subject: Name of Subject: \_\_\_\_\_

\_\_\_\_\_ Substitute: Grade Levels \_\_\_\_\_

# EDUCATIONAL HISTORY

## High School Education

Name of High School \_\_\_\_\_

City/State \_\_\_\_\_ Year Graduated \_\_\_\_\_

Or GED Certification (year) \_\_\_\_\_

## **LIST SCHOOLS ATTENDED BEYOND HIGH SCHOOL**

School \_\_\_\_\_ Dates Attended \_\_\_\_\_  
Name of College, University, or Trade School From To

Location \_\_\_\_\_ Degree Earned \_\_\_\_\_  
City State A/BA/MA etc./incomplete

Major \_\_\_\_\_ Minor \_\_\_\_\_

School \_\_\_\_\_ Dates Attended \_\_\_\_\_  
Name of College, University, or Trade School From To

Location \_\_\_\_\_ Degree Earned \_\_\_\_\_  
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City State A/BA/MA etc./incomplete

Major \_\_\_\_\_ Minor \_\_\_\_\_

## EMPLOYMENT HISTORY

Company Name	Telephone
Address	Employed—Month and Year-From/To
Name of Supervisor	Gross Pay—Start/End
State Job Title and Responsibilities	Reason for Leaving

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Three (3) of the “Reference Check” forms will be required for each applicant. This form is found on the next page.



I certify that all information on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

Calvary Christian School is hereby authorized to make any investigation of my work, education and background history through any investigative agencies or bureaus of its choice. I release all parties named herein from all liability of any damages resulting from furnishing such information. This inquiry, if made, may include information as to my character and general reputation. I authorize any inquiry to be made on any information contained in this application if I am considered for employment. I agree to furnish additional information as may be required to complete my employment file. I understand that discovery of misrepresentation or omission of facts herein will be cause for immediate dismissal.

I understand that any employment by this school will be on a probationary basis and that I may be discharged without recourse. If employed by Calvary Christian School, I agree to abide by policies.

---

Date

Signature

**Calvary Christian School**

REFERENCE CHECK

Applicant's Name \_\_\_\_\_

Position Applying For: \_\_\_\_\_

**Authorization Statement**

The individual named above has applied for employment with Calvary Christian School. The individual has authorized Calvary Christian School to collect any information orally or in writing about their qualifications and past performance.

**PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW**

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	UNKNOWN
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

**FOR TEACHER POSITIONS ONLY:**

**PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW**

CHARACTERISTICS	STRONG	SATISFACTORY	UNSATISFACTORY	UNKNOWN
Handles discipline matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Uses a variety of instructional methods				
Works well as part of an instructional team				

**ADDITIONAL COMMENTS:** \_\_\_\_\_

Do you recommend for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RELATIONSHIP TO APPLICANT:**

(Check items which apply)

Years Known \_\_\_\_\_

Official Position \_\_\_\_\_

\_\_\_\_ Worked under my supervision \_\_\_\_\_

\_\_\_\_ Co-worker \_\_\_\_\_

\_\_\_\_ Student \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

School District, Firm or Organization \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

**EVALUATOR: THANK YOU FOR YOUR COOPERATION, PLEASE MAIL, DROP-OFF, OR FAX TO:  
Calvary Christian School., 1815 N. 7th Street, Harlingen, TX 78550,  
Fax # (956) 412-0324**

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