



Columbia County Christian School

PO Box 448 • St. Helens, OR 97051 • Phone: (503) 366-9209 • Fax: (866) 717-5568 • www.ccchristianschool.net

Teacher Application - Part II

Applicant Name _____ Date _____

Personal Follow-up Questions

You are now ready for phase two of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

A. PERSONAL INFORMATION Our school board desires that children of the faculty attend CCCS if it has the appropriate grades and programs. Please provide the following information, if applicable:

Number of children _____ Ages _____

Children are entering the following grade levels: _____

[If you answer “Yes” to any of the questions in the section below, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy? Yes No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
 Yes No

Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No

If yes, please explain. _____

If you answered “yes” to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?



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Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered. _____

Please list your hobbies and personal interests. _____

List any experience, skills, or qualifications that you believe would especially fit you for work with our school. _____

Do you understand that this is an application for employment and that no employment contract is being offered at this time? _____

Signature _____ Date _____

Consent for Criminal Background Check

In order to protect the children in our care, Columbia County Christian School conducts a background check on all staff and volunteers. Your signature below authorizes CCCS and Criminal Information Services, Inc. to obtain information about you (if applicable) from various law enforcement agencies, courts, and corrections agencies.

Please complete all information below. Please print legibly.

Full Legal Name: _____	Male _____	Female _____
Current Address: _____		
SS # _____		
Other Names Used: _____		
<small>(Maiden, alias', legal name change, etc.)</small>		
DOB: _____	Drivers License # _____	State: _____
Previous addresses in the past 7 years: _____		

Have you ever been convicted of any crime? Yes _____ No _____		
If "Yes", Please explain: _____		

Applicants Signature: I have reviewed and completed this form as applicable to me. I give Columbia County Christian School permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate.

Signature of Applicant: _____



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Signature of Witness: _____

Date: _____

COLUMBIA COUNTY CHRISTIAN SCHOOL CONFIDENTIAL REFERENCE CHECK FORM

LICENSED & CLASSIFIED STAFF

APPLICANT: *CCCS will check your references if you are considered for employment.
This authorization must be signed on application part two before the hiring process will proceed.*

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I understand that Columbia County Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Columbia County Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position. I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that if asked, I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant _____ Date. _____