



The Cornerstone Christian School

236 Main Street
Manchester, CT 06042

APPLICATION PROCESS

In order to facilitate the processing of your application, we have developed the following procedures:

Application:

- Please complete the application form and return it to our office.
- Please send us a copy of your college transcripts.
- Include a resume of your professional career and your career goals.
- A resume will not substitute for a completed application.

Follow-up:

- Upon receipt of all the above items, we will establish an application file for you.
- Your application file will be reviewed considering our known and anticipated vacancies.
- We will contact you regarding an appointment for a personal interview if it appears we may have need for a person with your particular qualifications. No offers of employment are made without a personal interview.
- Your application file will be retained for one year from the date submitted. You may then request that it be reactivated for an additional year. In the meantime, if you accept a position elsewhere or are no longer available for consideration, please notify us.

We appreciate your interest in The Cornerstone Christian School, and we anticipate an early return of your application. If you have any questions regarding the application or our screening and interview process, please contact this office.

We shall be praying with you for God's direction in your life.

Kindest regards,

Tonya D. Snyder
Head of School



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ADMINISTRATOR APPLICATION

Your interest in serving as an administrator at **The Cornerstone Christian School** is appreciated. We invite you to fill out this application and return it to our school office. Once it is received by the office, you will be contacted for a potential interview.

We realize that the key to a successful Christian School is its staff, therefore, we are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Times available for interview: _____

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Email address: _____

Best time to call you? _____ Length of time at this address? _____

B. POSITION DESIRED

What position are you applying for? _____

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the US? Yes ___ No ___

C. CHRISTIAN BACKGROUND

Please write on a separate sheet of paper your Christian testimony.

Please carefully read our "Statement of Faith" and indicate your degree of support.

___ I fully support the statement as written without mental reservations.

___ I support the Statement except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and inerrant Word of God, our final authority in all matters of faith, truth and conduct? Yes ___ No ___

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

D. PROFESSIONAL QUALIFICATIONS

Please indicate your educational background, including high school and college degrees.

Degree[s] held	Major	Date Received /Issuing Institution
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E. QUALIFYING EXPERIENCE

Please describe any experience that you have that would make you a strong candidate for this position. (Please refer to the job description.)

Please read the attached Administrator Job Description.

I have read this descriptions. Yes ___ No ___

Please attach a separate sheet with a summary of your areas of strength and weakness when reviewing these descriptions, particularly as they relate to your experience working with marketing, fundraising, admissions, event planning, and/or technology.

I have attached a separate sheet. Yes ___ No ___

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer (and work backwards).

1. Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed?
If so, what was the name or names?

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the “Applicant’s Certification and Agreement” form that is attached and return it with this application.

Give two references of people who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** Please include the individual’s name, position, phone & address:

1. _____

2. _____

H. PERSONAL INFORMATION

The children we teach are entrusted to our care by their parents; therefore, The Cornerstone Christian School is under moral obligation to ask the following questions. It is our standard practice to conduct a background check on each employee (form included in application must be signed).

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 any **civil** or **criminal** [including Juvenile] 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 such as alcohol, drug, anger management, family violence or youthful offender 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 ___

Signature: _____ Date: _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **The Cornerstone 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 **The Cornerstone 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.

I authorize the school to conduct a criminal records check and I have signed the attached authorization. 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 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

I. STATEMENT OF FAITH

We believe that the Scriptures, both the Old and New Testaments, are the inspired Word of God, the complete revelation of His will for the salvation of humanity, and the divine and final authority for all Christian faith and life. II Timothy 3:16; II Peter 1:21;

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. Matthew 28:19; II Corinthians 13:14;

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Father, He now is our High Priest and Advocate. John 1:1; Luke 1:35; I Corinthians 15:3-4;

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and to convict and regenerate the sinner, and to indwell, guide, instruct, and empower the believer for godly living and service. John 15:26; John 16:8;

We believe that the life, death and resurrection of Jesus Christ provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become believers. John 3:3; John 1:12;

We believe that humanity was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be received. Genesis 1:27; Romans 5:12.

We believe that water baptism for the believer and the Lord's Supper for the believer (communion) are ordinances to be observed by the church. They are, however, not to be regarded as means of salvation. Matthew 28:19; I Corinthians 11:23;

We believe the true Church is composed of all such persons, who through saving faith in Jesus Christ, have been born anew by the Holy Spirit and are united in the body of Christ of which He is the Head. I Corinthians 12:12-14;

We believe in the personal and imminent coming of our Lord Jesus Christ and that this blessed hope has a vital bearing on the personal life and service of the believer. I Thessalonians 4:13-18;

We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord; of the impenitent to judgment and everlasting punishment. I Corinthians 15: 51-54.

J. STANDARDS OF CONDUCT

I have accepted the Lord Jesus Christ as my personal Savior and agree that as a member of The Cornerstone Christian School faculty and staff, I will avoid the practices of smoking, using intoxicating liquor, using profane language, engaging in pornography at any level, immodest attire and unchristian conduct; I will so conduct myself that I will not be a stumbling block to anyone (Colossians 3:1-17). I subscribe, without reservation (unless noted and approved), to the Statement of Faith and these Standards of Conduct. I also affirm the biblical teaching that the only godly expression of human sexuality is within the covenant of marriage, defined as a lifelong covenant between one man and one woman. I affirm that homosexual practice is prohibited according to Scripture. I agree to uphold and enforce the discipline policies and rules of The Cornerstone Christian School. I understand that failure to do so would be grounds for dismissal as a faculty/staff member at The Cornerstone Christian School.

Signature of Applicant

Date



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The Cornerstone Christian School conducts background checks on all employees and supervisory volunteers (such as coaches and overnight chaperones) according to our school’s policy.

Your written permission is required to obtain the necessary background check in order to work with the students at Cornerstone. Please sign below and provide us with the necessary information. All documents will be kept confidential and in a secure location. Thank you for your cooperation.

I, _____ (please PRINT name), hereby authorize The Cornerstone Christian School to conduct a background check on me to obtain information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release The Cornerstone Christian School from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant

Date

Please PRINT CLEARLY:

First Name: _____

Middle Name: _____

Last Name: _____

SSN: _____

DOB: _____

Address: _____

City: _____

State & Zip Code: _____

THE CORNERSTONE CHRISTIAN SCHOOL
ASSISTANT ADMINISTRATOR: MARKET & FUNDRAISING DIRECTOR JOB DESCRIPTION

Job summary: To serve as an assistant administrator with specific responsibilities related to marketing, admissions, fundraising, event planning, and building relationships internally and externally.

Type of position: Full-time, year-round administrator

Key Responsibilities:

- Helps the school look outwardly while developing community presence and relationships with local churches
- Uses Donor Perfect to maintain relationships
- Oversees annual plans for service projects
- Updates marketing brochures
- Manages annual fundraisers
- Provides tours for prospective families
- Makes arrangements for Senior Class Trip
- Makes arrangements for high school retreat
- Oversees Junior Class fundraising and planning for Junior-Senior Banquet
- Assists with writing and publishing monthly e-newsletter
- Organizes senior graduation ceremony
- Organizes awards assemblies
- Organizes Grandparents' Day event
- Organizes Information Nights
- Organizes Alumni Chapel & Luncheon (Christmas)
- Organizes over events throughout the year
- Arranges for substitute teachers during non-school hours
- Utilizes technology with comfort

Compensation: Salary between \$30,000 and \$40,000 based on qualifications

- 2 professional days
- 3 personal days
- 15 vacation days
- 10 sick days
- 75% tuition discount

Qualifications:

- Committed Christian in support of Christian education
- Experience in event planning desired
- Experience in marketing desired
- Bachelor's Degree (minimum)
- Willing to become ACSI certified (if required)
- Integrity and professionalism
- Excellent communication skills
- Strong computer skills
- Strong skills in relationship-building