



CALVARY CHRISTIAN SCHOOL of EXCELLENCE

A Ministry of Calvary Baptist Church

CALVARY CHRISTIAN SCHOOL

General Employment Application

1815 N. 7th Street, Harlingen, TX 78550 | (956) 425-1882

Equal Employment Opportunity

Calvary Christian School does not discriminate on the basis of age, race, color, ethnic background, or national origin in the administration of its educational or employment policies.

Position Information

Position(s) Applying For (check all that apply):

- ☐ Preschool / Childcare Staff
- ☐ Substitute Teacher
- ☐ Teacher (K-8)
- ☐ Support Staff

Date of Application: _____

Personal Information

Full Name: _____

Other Names Used (Maiden/Alias): _____

Date of Birth: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

Phone: _____ Cell: _____

Email: _____

Emergency Contact Name: _____

Phone: _____

Eligibility & Legal Information

Are you legally authorized to work in the U.S.? ☐ Yes ☐ No

Have you ever been convicted of, or pled guilty/no contest to a criminal offense (excluding minor traffic violations)?

☐ Yes ☐ No

If yes, explain: _____

Have you ever been investigated for, or involved in, child abuse or neglect?

☐ Yes ☐ No

Education

High School / GED: _____

City/State: _____ Year Graduated: _____

College/University:

1. School: _____ Degree: _____ Major: _____

2. School: _____ Degree: _____ Major: _____

Certification (if applicable)

Do you hold a valid Texas teaching certificate? ☐ Yes ☐ No

State: _____ Area: _____ Expiration: _____

Employment History (Last 3 Employers)

1. Employer: _____
Supervisor: _____
Phone: _____
Dates: _____ to _____
Position/Responsibilities: _____
Reason for Leaving: _____
2. Employer: _____
Supervisor: _____
Phone: _____
Dates: _____ to _____
Position/Responsibilities: _____
Reason for Leaving: _____
3. Employer: _____
Supervisor: _____
Phone: _____
Dates: _____ to _____
Position/Responsibilities: _____
Reason for Leaving: _____

References (3 Required)

1. Name: _____ Phone: _____ Relationship: _____
2. Name: _____ Phone: _____ Relationship: _____
3. Name: _____ Phone: _____ Relationship: _____

Church & Faith Statement

Church Name: _____

Pastor: _____

Length of Attendance: _____

Brief Statement of Faith (attach additional page if needed):

Background Check Authorization (Texas Compliance)

I understand that employment in a school or childcare setting requires a criminal history and background check in accordance with Texas Health and Human Services and applicable state laws.

By signing below, I authorize Calvary Christian School to:

- Conduct a criminal background check (including fingerprinting if required)
- Verify employment, education, and references
- Review any records related to child abuse or neglect registries

I understand that employment is contingent upon satisfactory results.

Signature: _____ Date: _____

Texas Childcare Affidavit (Adapted from HHSC Form 2985)

I swear or affirm under penalty of perjury that I have not been involved in any conduct involving:

- Abuse, neglect, or exploitation of a child
- Any felony offense
- Sexual offenses or misconduct involving a minor
- Violent offenses involving a minor

• Exceptions (if any): _____ Signature: _____ Date: _____

Applicant Certification

I certify that all information provided is true and complete. I understand that falsification or omission may result in disqualification or termination.

I authorize investigation of all statements and release all parties from liability.

Signature: _____ Date: _____

For Office Use Only

Date Received: _____

Background Check: ☐ Cleared ☐ Pending ☐ Denied

Hire Status: ☐ Approved ☐ Denied

Required Documents (Upon Hire)

- I-9 Employment Eligibility Verification
- W-4 Tax Form
- TB Test (if required)
- Transcripts / Certification
- Identification Documents

BACKGROUND CHECK FORM

(Please PRINT clearly and complete ALL sections)

Attach a copy of your current driver's license and insurance

EMAIL ADDRESS (REQUIRED) _____

Last Name: _____ First Name: _____ Middle Name: _____

Maiden Name: _____ Telephone # (____) _____ - _____ Date of Birth: ____/____/____

Address: _____ City: _____ State: _____ Zip Code: _____

Driver's License #: _____ State that Issued DL: _____ Social Security #: _____ - _____ - _____

Emergency Contact Name: _____ Number: _____

Ethnicity: ____ Hispanic ____ Not Hispanic ____ Unable to Determine

Race: ____ American Indian/Alaskan Native ____ Asian ____ Black ____ Native Hawaiian/Pacific Islander ____ White ____ Other

A. Have you ever been convicted of any drug or child abuse related crimes? ____ Yes ____ No

B. Have you ever been convicted of any crimes related to violence? ____ Yes ____ No

C. Have you ever been convicted of a major traffic violation, including DWI? ____ Yes ____ No

D. Have you ever been convicted of ANY misdemeanor or felony crimes? ____ Yes ____ No

E. Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal? ____ Yes ____ No

F. Have you ever had a restraining order filed against you? ____ Yes ____ No

If "Yes" to any question, please complete the following:

Date: _____ County: _____ State: _____

Type of Offense: (use back if needed) _____

Explanation: (use back if needed) _____

By signing below, I agree to the rules and regulations of the volunteer program outlined in the Volunteer Handbook. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on the school grounds, or a school-sponsored activity.

Volunteer Signature: _____ Date: _____

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For Office Use Only: Submitted _____ Approved: _____ Disapproved: _____

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

