



Cornerstone Charter Academy Application for Employment

Personal Information	Date:
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_____	_____	_____		
Legal Last Name	First Name	Middle Name		
_____	_____	_____		
Preferred Name/AKA	Social Security #	Date of Birth		
_____	_____	_____		
_____	Apt #	City	State	Zip Code
Street Address				
_____	Apt#	City	State	Zip Code
Mailing Address if different from above				
_____	_____	_____	_____	_____
Home Telephone	Primary Email Address	County of Residence		

Professional Information

Which of the following positions are you applying for: _____

Teaching Assistant _____ Custodial / Maintenance _____ Office _____

Have you ever been convicted, pled guilty or pled no contest to any criminal offense other than a minor traffic violation? If yes, provide explanation and documentation.

Have you ever had a professional certificate, credential or license of any kind revoked or suspended? If yes, provide explanation and documentation. _____

Additional Information: please provide the following

- 1. Teaching/Assistants: Please provide copies of all transcripts, praxis scores and/or certifications.**
- 2. Please complete the attached questions- use additional paper if necessary**
- 3. All: Provide an updated resume with references and signed copy of background release authorization.**

Cornerstone Charter Academy * A Challenge Foundation Academy believes in the dignity of all individuals and in the worth of their labors. To this end, the Board of Directors will ensure that all applicants for employment and all employees are employed, assigned, supervised, promoted, compensated, and terminated in full compliance with state and federal equal opportunity statutes. No applicant for employment or current employee will experience discrimination based on race, creed, color, religion, national origin, sex, age, marital status, physical handicap, sexual orientation or disability. This statement does not extend any rights beyond those granted by the state and federal law.

Return to:
7800 Airport Center Dr.
Greensboro, NC 27409
Phone (336) 482-3855 or Fax (336) 482-3857
<http://www.cornerstone.teamcfa.org> email: cornerstoneacademyoffice@gmail.com



Cornerstone Charter Academy Questionnaire-

Please answer the following questions. Use additional paper if necessary

1. How would the people around you describe you?
2. What's a common misconception some people have about you?
3. Do you consider yourself an organized person.
4. Do you work well under pressure?
5. Often the staff of a school has to also manage emergencies, are you first aid certified or are you willing to take a first aid course?
6. CCA staff members may have access to confidential student/family information. Under no circumstances can confidential information be shared or discussed with others. What steps will you take to ensure student/family confidentiality.
7. We will expect our office staff to sign a confidentiality agreement, is there any reason you would not be willing to sign a confidentiality agreement?
8. Are you willing to have a background check?
9. (Front Office Applicants only): The Front Office Personnel will be the "face of Cornerstone". It will be the first face/voice parents and prospective parents will see. How comfortable are you with managing the public? Do you have experience with interactions with parents/students and the public.
10. What type of schedule are you looking for?

Return to:
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Greensboro, NC 27455
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