



Employee Application

Name (Mr., Mrs., Miss, Dr.) _____
(First) (Middle) (Last) (Maiden)

Address _____
(Street) (City) (State) (Zip)

Telephone _____ Social Security # _____ Date of Birth _____

Cell # _____ E-Mail _____

When would you be available for employment at our school? _____

I. Position Desired: (please circle) Administrator – Teacher – Office – Substitute – Extended Care – Early Education Center

If you are applying for a teaching job, please list choice of grades and/or subjects in order of preference.

1. _____ 2. _____ 3. _____

II. Certification:

- 1. Do you hold a current Alabama Teaching Certificate? Yes _____ No _____
- 2. If yes, what kind of certificate do you hold? _____ Endorsed Areas _____
- 3. If no, have you ever held an Alabama certificate? _____ Date Issued _____ Type _____
- 4. Have you ever had a certificate revoked? _____ Please explain _____

III. Education (Begin with high school and list in chronological order)

| <u>School</u> | <u>Location</u> | <u>Dates</u> | <u>Degree Granted</u> |
|---------------|-----------------|--------------|-----------------------|
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A. Have you taken the Praxis? Yes _____ No _____ When? _____

B. Circle the activities you can teach or direct: Art Music Piano Foreign Language Other _____

C. Circle any extra-curricular interests: Coaching Club Sponsor Cheerleading Other _____

IV. Student Teaching Experience:

| <u>Name of school</u> | <u>Location</u> | <u>Grade/subjects</u> | <u>Dates</u> | <u>Supervising Teacher</u> |
|-----------------------|-----------------|-----------------------|--------------|----------------------------|
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V. Teaching Experience Under Contract:

| <u>Name of school</u> | <u>Location</u> | <u>Grade/subjects</u> | <u>Dates</u> | <u>Supervisor/Principal</u> |
|-----------------------|-----------------|-----------------------|--------------|-----------------------------|
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Total years teaching experience: _____ Are you now under contract? _____ If yes, date of expiration: _____

VI. Experience other than teaching (including military service) beginning with most recent:

| <u>Dates</u> | <u>Name of Firm or Employer</u> | <u>Address/phone #</u> | <u>Position</u> | <u>Supervisor</u> |
|--------------|---------------------------------|------------------------|-----------------|-------------------|
| | | | | |
| | | | | |
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VII. References:

| <u>Name</u> | <u>Address & Telephone #</u> | <u>Relationship</u> |
|-------------|----------------------------------|---------------------|
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VIII. Original Statement (Handwritten)

Write a brief statement giving the reasons that you would like to be employed with Cottage Hill Christian Academy.

IX. Religious Information

1. Have you made a profession of faith? Yes _____ No _____
2. Have you been baptized? Yes _____ No _____
3. Of what church are you a member? _____
4. Is your spouse a Christian? Yes _____ No _____
5. Of what church is your spouse a member? _____

Signature _____

Mr. Jimmy Messer
Head of School

Lower School Principal Mr. Jeremy Sandefur
4255 Cottage Hill Road
Mobile, AL 36609
251-660-2427

High School Director of Curriculum and Instruction Mrs. Brandi Richardson
7355 Creekwood Drive
Mobile, AL 36695
251-634-2513

Cottage Hill Christian Academy

Required Background Check Instructions

Log onto cogentid.com

Click on The Alabama Seal (it will advance to the next page)

Click on Department of Education Seal (it will advance to the next page)

Click on (under Registration) Register Online (it will advance to the next page)

Check the box: "I have read and accepted this term."
Click on Continue (it will advance to the next page)

Application Type

Click on the **Employment in a classified position**
Question1: Click on Private
Private School List Cottage Hill Baptist School (our campus address)
Enter Identification (Enter only one ID)
Click on Next (it will advance to the next page)

Click on and enter all information requested
Click on Next (it will advance to the next page)

Review information
Click on Next (it will advance to the next page)

Enter all information requested
Click on Pay

Please print two copies of your work order receipt, one to turn in with your application and one to take with you to be fingerprinted.

-OVER-

Cogent fingerprint Locations in Mobile, AL

SITE INFORMATION

| | |
|-------------------------------------|---|
| Primary Service Location Address | UPS Store #2422 4354 Old Shell Rd Mobile, AL 36608 |
| Hours of Operations | Mon-Fri 8:00-6:30 Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants. |
| Telephone Number (Applicant Use) | 251-460-0600 Please see www.cogentid.com/AL for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check. |
| Web Site | |
| Directions to your facility | Map it |
| Additional Information | |

SITE INFORMATION

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|-------------------------------------|--|
| Primary Service Location Address | AIM Mail Centers #153 6300 Grelot Road, Suite G Mobile, AL 36609 |
| Hours of Operations | Mon-Fri 9:00-6:00, Saturday 10:00-3:00 Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants. |
| Telephone Number (Applicant Use) | 251-666-6432 Please see www.cogentid.com/AL for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check. |
| Web Site | |
| Directions to your facility | Map it |
| Additional Information | |