

# Cornerstone Schools of Alabama, Inc.

118 55<sup>th</sup> Street North, Birmingham, Alabama 35212 (205) 591-7600 ~ Fax (205) 769-0063

## Application for Employment

Date \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone ( ) \_\_\_\_\_  
 Business Phone ( ) \_\_\_\_\_

**Type of Employment Applied For:**  
Full Time Part Time Temporary  
 Positions Applied For: \_\_\_\_\_  
 Expected Salary: \_\_\_\_\_  
 If part time, specify days and hours: \_\_\_\_\_  
 Date available for Employment: \_\_\_\_\_

Have you ever applied before for employment with Cornerstone Schools of AL?  Yes  No

If yes: Month and Year \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, Date and Position/Location \_\_\_\_\_

Have you ever been known by any other name?  Yes  No

If yes, name and dates known by this name: \_\_\_\_\_

Have you ever been convicted by this name?  Yes  No

Have you ever been convicted of any criminal offense?  Yes  No

*(Answering "Yes" does not automatically disqualify you from employment since the nature of the offense, the date of offense and type of jobs you are applying for will be considered.)*

If yes, please explain on attached sheet of paper.

### EDUCATION

**Please List ALL Education Starting with Highest Year Completed**

**Use additional paper if necessary**

Name of School, University, or Institution, and Location	Did you Graduate?	Indicate Degrees, # of Credit Hours Earned, or Certificate Received	List College Major or Primary Course of Study

	Licenses of Certificates	Expiration Date
Special Training/Skills/Abilities		
Office Equipment You Are Skilled In	Professional and/or Other Job Related Afflictions:	
Typing Speed: _____	Word Processing Experience: _____	

Do you have a valid Driver's License? \_\_\_ Yes \_\_\_ No

Driver's License Number: \_\_\_\_\_ Expires: \_\_\_\_\_

During the past three (3) years, have you ever been denied a driver's license or convicted of a moving traffic offense, including but not limited to, driving while intoxicated or reckless driving? (Answering "Yes" does not automatically disqualify you from employment since the nature of the offense, the date of offense and the type of jobs you are applying for will be considered.)

\_\_\_ Yes \_\_\_ No If yes, please explain

Note: By completing this application, you authorize Cornerstone Schools of Alabama, Inc. to perform an investigation of your driving history.

**PLEASE COMPLETE: PERSONAL REFERENCES- Exclude Relatives and Previous Employers**

Note: These persons may be asked to complete a reference form on your behalf, and may be asked to answer questions about your character, ability to perform the work applied for, and possible questions of a spiritual or church related nature.

Your Pastor	Name
Your Church	Occupation
Church Address	Address
City, State, Zip	City, State, Zip
Phone: Home ( ) Office ( )	Phone: Home ( ) Office ( )
Name	Name
Occupation	Occupation
Address	Address
City, State, Zip	City, State, Zip
Phone: Home ( ) Office ( )	Phone: Home ( ) Office ( )

**VOLUNTEER WORK**

Name of Organization	Name of Organization
Address	Address
City, State, Zip	City, State, Zip
Phone ( )	Phone ( )
Supervisor	Supervisor

Are you a U.S. Citizen? \_\_\_ Yes \_\_\_ No

If not, can you legally work in this country? (Give Alien Registration Number)

**APPLICATION NOTICE CONCERNING IMMIGRATION REFORM AND CONTROL ACT (1986)**

Cornerstone Schools of Alabama, Inc., complies with the Immigration Reform and Control Act of 1986. As such, offers of employment are contingent upon the prospective employee providing proof of identity and proof of legal right to work in the United States. Documents that satisfy both identity and legal right to work include:

- UNITED STATES PASSPORT
- CERTIFICATE OF UNITED STATES CITIZENSHIP
- CERTIFICATE OF NATURALIZATION
- UNEXPIRED FOREIGN PASSPORT AUTHORIZING EMPLOYMENT IN U.S.
- RESIDENT OR OTHER ALIEN REGISTRATION CARD WITH AUTHORIZATION TO WORK

Applicants need to provide only **one** of the above. ALTERNATIVELY, Applicants need to provide any one from each of the two categories below:

1. Documents that evidence employment authorization include:
  - SOCIAL SECURITY ACCOUNT # CARD
  - BIRTH CERTIFICATE FROM STATE OF BIRTH (U.S.)

**AND**
2. Documents establishing a person's identity include:
  - DRIVER'S LICENSE WITH PHOTOGRAPH
  - STATE APPROVED IDENTIFICATION WITH PHOTOGRAPH

Applicants must provide one piece of identification from the about two categories.

## **Cornerstone Schools of Alabama**

### **Mission Statement**

*The mission of Cornerstone Schools is to provide Birmingham's urban children a Christ-centered environment of excellence in learning, character development, fine arts, and service to community. Cornerstone recognizes the unique challenges facing today's urban families and provides the tools and resources necessary for children to develop to their fullest potential while supporting parents in nurturing their child's personal and spiritual growth, enhancing self-esteem, and teaching personal responsibility.*

### **Core Values**

We establish the Holy Scriptures, the Word of God, as the controlling "center" from which all of our ministry activities emanate.

We are committed to being governed by, and to carrying out our mission through, individuals who embrace the Christian faith, and who are committed to performing the Ministry's work without denominational preference.

We shall serve those students who are willing to work toward their own betterment, and we will serve those families where parents or guardians are willing to participate in their child's education, both with their finances and their time, to the best of their ability.

While seeking to serve a broad socio-economic group of students, preference shall be granted to those deemed to possess the "greatest economic and social need."

We are committed to establishing and maintaining a servanthood environment, in which biblical peacemaking principles are emphasized and used to guide personal relationships and the resolution of conflicts.

We shall strive for the highest level of stewardship possible, constantly seeking to express appreciation and thankfulness for all resources provided, and we desire to perform all of our work in the most professional manner and to the highest quality possible.

We believe integrity and honesty to be standards, not goals.

### **Academic Values**

*Within our academic programs, Cornerstone shall possess the following:*

Exceptional leadership and teacher quality

Relentless pursuit of excellence, supported by rigorous and consistent evaluation

Orderly classrooms in which potential misbehavior is replaced by achievement

Parents who are actively involved in the life of the school

Mentors and volunteer tutors making a difference in the lives of students

Rewarding of achievement and rejection of social promotion

Visible evidence of "faith expressing itself through love" throughout the school



Present or Last Employer

Employer:	Jobs, Duties Performed:
Address:	
City, State, Zip:	
Phone ( )	Reason for Leaving:
Full Time:            Part Time:	
Starting Salary:    Final/Present Salary:	
Job Title:            Supervisor:	May We Contact This Employer?
Dates of Employment From:            To:	

Previous Employer

Employer:	Jobs, Duties Performed:
Address:	
City, State, Zip:	
Phone ( )	Reason for Leaving:
Full Time:            Part Time:	
Starting Salary:    Final/Present Salary:	
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Previous Employer

Employer:	Jobs, Duties Performed:
Address:	
City, State, Zip:	
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Full Time:            Part Time:	
Starting Salary:    Final/Present Salary:	
Job Title:            Supervisor:	May We Contact This Employer?
Dates of Employment From:            To:	

Military Service

Were you in the U.S. Armed Forces? Yes \_\_\_ No \_\_\_  
 Branch \_\_\_\_\_ Date of Service: From \_\_\_\_\_ To \_\_\_\_\_  
 Final Rank \_\_\_\_\_ Describe Special Training you Received:

Are you presently a member of the Reserve or National Guard? Yes \_\_\_ No \_\_\_

Were you honorably discharged? Yes \_\_\_\_\_ No \_\_\_\_\_

## Certifications and Permissions:

*Please read carefully, initial after each paragraph on the line provided, and sign at bottom to signify your understanding of and agreement with the following:*

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information is grounds for dismissal in accordance with Cornerstone Schools of Alabama, Inc., policy. I authorize the references listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from any damage that may result from furnishing same to you. I understand and agree that officials of Cornerstone Schools of Alabama, Inc., may investigate my background to ascertain any and all information of concern to my record, whether same is of record or not. In consideration of my employment, I agree to conform to the rules and regulations of Cornerstone Schools of Alabama, Inc., and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Cornerstone Schools of Alabama, Inc., or me. I understand that no manager, employee or representative of Cornerstone Schools of Alabama, Inc., other than an officer in the corporation, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. \_\_\_\_\_

I also agree and understand that under the Fair Credit Reporting Act, I have been told that my investigation may include an investigative consumer report and criminal check, disclosing information regarding my character, general reputation and personal characteristics. If any such investigation results in a denial of employment, I shall be so advised. Upon request, Cornerstone Schools of Alabama, Inc., will provide the name and address of the consumer reporting agency making the investigative report, and I will be given the opportunity to correct any misinformation contained in such a report. I agree to furnish any additional information to complete such examinations as may be required by Cornerstone Schools of Alabama, Inc.  
\_\_\_\_\_

It is the policy of Cornerstone Schools of Alabama, Inc., that recruitment, hiring, promotions, training practices and all other terms, conditions, and privileges of employment shall be maintained and conducted in a manner which does not discriminate on the basis of race, color, sex, age, national origin, or non-job related physical or mental disabilities. By initialing, you confirm that you have received, reviewed, and accepted the attached form that indicates The Ministry's Mission Statement and Statement of Faith. \_\_\_\_\_

As a condition of employment, I hereby authorize the release to the Business Manager for Cornerstone Schools of Alabama, Inc., the results of the medical examination, including any sampling of fluids, performed by any doctors and clinics to which I am referred by Cornerstone Schools of Alabama, Inc. I further authorize the Director of Staff Development to make a bonafide communication of this information within Cornerstone Schools of Alabama, Inc., to those who have an interest in the subject matter of the information and to whom it is proper to give the information.  
\_\_\_\_\_

I agree and understand that Cornerstone Schools of Alabama, Inc., may require that I be approved for bonding as a condition of my employment. I will comply with the security policies, rules, and procedures that are, or may be, established by Cornerstone Schools of Alabama Inc. \_\_\_\_\_

I agree that when my employment ends, any materials owned by Cornerstone Schools of Alabama, Inc., which have been entrusted to my care during my employment will be returned on the last day of my employment, whether I be terminated or resign. \_\_\_\_\_

I agree and understand that, should Cornerstone Schools of Alabama, Inc., advance me unearned money during the course of my employment, and that said advance is not paid off prior to termination of my employment with Cornerstone Schools of Alabama, Inc., may deduct the balance due it from my final pay to the extent allowed by law. I will remain responsible for paying off the balance of the advance within three months subsequent to the termination of my employment. \_\_\_\_\_

I agree and understand that, should I be employed, I will not directly or indirectly divulge, disclose, or communicate to any person, firm, or corporation, in any manner whatsoever, any legally confidential information concerning matters affecting or relating to the business of Cornerstone School of Alabama, Inc., including any of its clients, families, services, manner of operation, plans, or other "proprietary information". I understand that I may be asked to sign a confidentiality agreement consistent with this paragraph as a condition of my employment. \_\_\_\_\_

By signing below, I understand and agree with the above-mentioned tests and criteria, and certify that I have completed the application, and all information given therein is true and complete to the best of my knowledge.

Date \_\_\_\_\_ Signature \_\_\_\_\_



## Authorization For Pre-Employment Inquiries

I, \_\_\_\_\_, authorize **Cornerstone Schools of Alabama, Inc.**, or its designated agent to conduct the following pre-employment inquiries and request that any past or present employer, or other business, governmental agency or individual contacted to cooperate in supplying the requested information and documents concerning me and to provide full and complete disclosure. I understand that all pre-employment screening activities are conducted in compliance with ADA and EEOC requirements. I release from liability **Cornerstone Schools of Alabama, Inc.**, and its representatives for gathering and using such information. I waive and fully release the person or entity releasing information of any right of claim of confidentiality concerning disclosure of the information requested below or any and all claims, actions, or causes of action which may arise as a consequence of the release of such information as may be requested concerning:

- Complete background reference, education history, driving record for five (5) years, and work history checks;
- Criminal history information pertaining to me in the files of any state or local criminal justice agency;
- Credit reports;
- Previous incidents of alleged sexual or racial harassment;
- Previous incidents of alleged sexual abuse or improper acts involving minors;
- Previous incidents of violent behavior and/or suspected dishonest acts;
- Results of previous drug and alcohol testing within the past two (2) years;
- Eligibility for rehire and circumstances of previous separations from employment.

**I request that you cooperate fully and completely in responding to the Pre-Employment Inquiries.**

Full Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Sex \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

*A photocopy shall have the same effect as the original.*