



STAFF APPLICATION

Application Submission Instructions

Please return this application, a current resume, and a copy of all college transcripts (these may come independently of your application) to Copiah Academy, Attn: Curt McCain, via:

- postal mail to: 1144 Gallman Road
Hazlehurst, MS 39083
- fax to: 601-643-4009
- email to: cmccain@copiahedu.org

SCHOOL USE ONLY

Date Received: _____
Personal Statements: _____ Resume: _____ Transcripts: _____
Head of School: _____
Divisional Principal: _____

Position Applying For:

☐ Business Office Personnel ☐ After School Care
☐ Administrative Assistant ☐ Summer Camp
☐ Facilities/Maintenance

Name _____

Phone Numbers: Home _____ Cell _____

Email Address: _____

Address: _____

Present Church Membership: _____

Are you legally authorized to work in the United States? _____

Have you ever been convicted of, or pled guilty or no contest to, any violation of the law that has not been expunged by a Court of Law? _____

If yes, please attach a complete explanation.

Current Employer: _____ Earnings _____

Certification: I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Head of School (and/or designee) and the Board of Trustees will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Copiah Academy to immediately terminate my employment.

Authorization: I authorize Copiah Academy and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Copiah Academy any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from all liability for damages I may claim to suffer because of their furnishing such information to the school's representative(s).

Signature of Applicant _____

Copiah Academy does not discriminate based on race, gender, age, disability, or national origin in the employment of teachers, administrators or staff members. Any offer of employment will be subject to a background check.

EDUCATION (List all schools attended. Include any degree work in progress.)

School and Location		Major, Degree, and Date Awarded
Secondary:		
Undergraduate:		
Graduate:		
Other:		

WORK EXPERIENCE (List most recent first.)

From (Mo/Yr)	To (Mo/Yr)	Company Name and Location	Position	Reason for Leaving	Salary

EXTRACURRICULAR ACTIVITIES

List extra-curricular activities you are qualified to advise. Possible areas include athletics (specify), band, chorus, community service, debate, drama, language clubs, literary magazine, newspaper, outdoor adventures, photography, student government, travel, etc.

Activity	Details of Experience

REFERENCES

Please supply the required information for five references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Three references must be an immediate supervisor (e.g., principal, assistant principal, department chair, etc.).

Name	Title	Address	Phone	Relationship and dates acquainted with your work

PERSONAL STATEMENTS

Using additional paper, please respond to the following statements or questions:

1. Detail your Christian faith and experience.
2. Please explain who Jesus Christ is.
3. If you were asked by a student to explain how to become a Christian, how would you respond?
4. Please include any additional information that might help us better evaluate your application for employment.