



# CALVARY CHRISTIAN ACADEMY

“Partnering with Parents to Develop Leaders”

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## ASC Employment Information

As an employer of the CCA After School Care program, you must complete the steps listed below:

### **Steps to be completed before working in ASC:**

1. Submit most recent resume including 2 references
2. Complete the CCA employer application
3. Be interviewed BY the CCA administrator or his designee
4. Complete background check / finger printing
5. Complete and return all HR paperwork from the Business Manager
6. Complete training, including:
  - a. Meeting with ASC director to learn procedures and rules
  - b. Complete Mandated Reporter Training. (Online – Return Certification of completion to the Business Manager)
  - c. Complete course for First Aid/CPR Training
7. Sign the rules and guidelines sheet stating you understand ASC expectations

