



Teacher Application

Position desired: _____ Full-time: _____ Part-time: _____
Application date: _____ Date available: _____

Your interest in Heritage Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. If there is continued interest in your candidacy we will contact your references, send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

We look forward to receiving your application. Thank you for your interest in the ministry of Heritage Christian Academy. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

I. APPLICANT INFORMATION

Full name: Miss () Mrs. () Mr. () _____
Present Address: _____
Telephone Number: Days _____ Evenings _____
Email Address: _____
How long have you lived at the above address? _____
Marital Status: Single () Engaged () Married ()
Separated () Divorced () Widow(er) ()
Please attach explanation if divorced or remarried.
Spouse's name: _____
Occupation: _____
Years Married _____ Number of Children _____ Ages _____

II. POSITION DESIRED

Preference:
Pre-K ____ Kindergarten ____ Elementary ____ Junior High ____ High School ____
Grade or subject in order of preference:
1. _____
2. _____
3. _____
4. _____

III. PERSONAL

A. Christian Background

On a separate paper, briefly give your Christian testimony, detailing your conversion experience.

B. Bible

Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth?

Yes _____ No _____ Signature: _____

C. Devotional Life

What is your definition of a Christian?

What role does the Bible and prayer play in your personal and professional life?

What books have you read recently that have helped you spiritually? _____

D. Current Issues

We live in a pluralistic society with many conflicting beliefs and values. As a teacher, you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be role models for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages: _____

smoking and chewing tobacco: _____

marijuana and other drugs: _____

music: _____

premarital sex: _____

divorce and remarriage: _____

abortion: _____

homosexuality: _____

Do you have a personal testimony regarding any of the above items that you would like to share? _____

E. Church

Denominational affiliation _____

In what church activities are you involved and to what degree of regularity?

F. Statement of Faith

Please carefully read our Statement of Faith (located on last page) and indicate below your degree of support.

____ I fully support the Statement as written without mental reservations.

Signature: _____

____ I support the Statement except for the area(s) listed and explained on a separate paper.

Signature: _____

G. Additional Questions

1. Frequently, Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

Describe what role you usually play in professional groups and what strengths you would bring to this professional learning community.

IV. PROFESSIONAL

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies will be required for our personnel file.

A. Formal Training

What degree(s) do you hold?

Degree Major Date Received Institution

Cumulative GPA (undergraduate) _____ Graduate _____

B. Teaching Experience

Sequentially list your teaching experience, listing most recent first.

School _____
Address _____
Dates Employed _____
Grade Level/Subjects Taught _____
Other Responsibilities _____
Reason for Leaving _____

School _____
Address _____
Dates Employed _____
Grade Level/Subjects Taught _____
Other Responsibilities _____
Reason for Leaving _____

School _____
Address _____
Dates Employed _____
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Other Responsibilities _____
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School _____
Address _____
Dates Employed _____
Grade Level/Subjects Taught _____
Other Responsibilities _____
Reason for Leaving _____

Number of years of teaching experience: Christian schools _____ Public Schools _____

What is your preferred curriculum? Why? (i.e. ACE, Abeka, Bob Jones, Saxon Math, etc.)?

C. Teaching Credentials

Do you have an ACSI Teaching Certificate? _____ Level: _____ Expiration: _____

Do you have a state teaching certificate? _____ State: _____

Type: _____ Expiration: _____

Endorsements _____

If not certified, do you anticipate being certified? _____

What is your plan to accomplish this? _____

CPR Certification? _____ First Aid Certification? _____

D. Other Experience

List other work or military experiences that may have significance for the type of position for which you are applying.

<u>WHERE</u>	<u>TYPE OF WORK/EXPERIENCE</u>	<u>DATES</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other educational advantages that you have had including travel opportunities.

List any books or articles recently read that have helped you grow professionally.

E. Background Information

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? _____ Yes _____ No

If yes, explain.

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? _____ Yes _____ No

If yes, indicate the nature of offense, date, court, and disposition.

Background checks will be completed for all faculty, staff, and contracted coaches of HCA at the expense of HCA. All substitute teachers are required to have a background check at their own expense to be submitted and approved by the finance department of HCA prior to them being allowed to substitute.

F. If married, please have your spouse state his/her feelings about your teaching in a Christian school. _____

V. PERSONAL PHILOSOPHY

A. Why do you wish to teach at Heritage Christian Academy?

B. What do you consider to be the proper classroom atmosphere for learning?

C. What is your philosophy of discipline?

D. What areas do you feel are your strengths as a teacher?

E. Summarize your teaching philosophy.

VI. PERSONAL REFERENCES

You will need to sign the REFERENCE RELEASE FORM that is attached and return it with this application. Do not list family members or relatives as references.

Personal: Give three references who are qualified to speak of your spiritual experience and Christian service.

NAME ADDRESS TELEPHONE POSITION

Professional: Give three references who are qualified to speak of your professional training and experience. Please list your current or most recent administrator first.

VII. PERSONAL INTERESTS

List memberships, offices, and honors attained in:

High School _____

College _____

Currently _____

List your hobbies and personal interests. _____

VIII. APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Heritage Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof or legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Heritage Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Heritage Christian Academy such as employment records, performance reviews, and personal references.

I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally view any references given to Heritage Christian Academy.

I further certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

Date of Hire

APPLICANT DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for a position at Heritage Christian Academy, and its ministries, I _____ recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Heritage Christian Academy.

Applicant Signature

Date

Administrator Signature (after discussing the form with applicant)

Date



HERITAGE

CHRISTIAN ACADEMY

STATEMENT OF FAITH

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, God the Holy Spirit. Genesis 1:1; Romans 1:7, 8:28; Hebrews 1:8; Acts 5:3, 4
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-17; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23; 1 Corinthians 15:3, 4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God, He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-11
5. The Bible is truth, the Living Word, the specific revelation of God to man It is inerrant. The Bible is complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16, 17; 2 Peter 1:3
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin, thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22, 23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8,9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6,7; Matthew 6:9 – 15
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24, 25

Signature of employee

Date: _____

NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATION

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with Heritage Christian Academy.

I understand that, if I am approved for volunteer service by Heritage Christian Academy, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Heritage Christian Academy, such may be necessary.

I hereby release and discharge to the extent permitted by law, Heritage Christian Academy, its employees, any individual or agency obtaining information for Heritage Christian Academy, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Heritage Christian Academy.

By signing below, I, _____, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

I understand that I have specific prescribed rights as a consumer under the Fair Credit Reporting Act and may have additional rights under relevant state laws. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act located at <http://www.ftc.gov/bcp/online/pubs/credit/fcrasummary.pdf>.

AUTHORIZATION

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)

Drivers License Number

Drivers License State

(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years)

Signature _____ Date _____

Check or cash for \$25 included/attached.