



Application for Staff Employment (Non-Teaching)

Heritage Christian Academy
Fort Collins, CO 80524
www.heritagechristian.info

Date _____

1. Position applying for _____

2. Full Name _____ (Prefix: Miss, Mrs., Mr.)

3. Address _____

Street

Apt. No.

City and State

Zip Code

4. Telephone _____

5. EMAIL ADDRESS: _____

6. Social Security No. _____

7. Marital Status - Married _____ Single _____ Other _____

8. Name of Spouse _____

9. Names and ages of children:

10. Explain your definition of a Christian, detailing your conversion experience in your explanation.
(Use reverse side).

11. Explain what you feel is the purpose of a Christian School (Use reverse side).

12. What are your convictions concerning the Bible as the Word of God? (Use reverse side).

13. Member of what church or denomination? _____

14. What activities of the church have you participated in? _____

15. Do you agree with the Statement of Faith and purpose of Heritage Christian Academy
ministry? _____ (Sign Statement of Faith located on last page)

16. Education and Training:

Circle last year completed: Name of School Diploma or Degree earned

HIGH SCHOOL 1 2 3 4 _____

COLLEGE 1 2 3 4 _____

List other training such as business school, nurses training, technical, etc.

17. Work Experience: List your last three employers beginning with the most recent:

<u>Employer</u>	<u>Address</u>	<u>Position Held</u>	<u>Date From/To</u>	<u>Reason for Leaving</u>
-----------------	----------------	----------------------	---------------------	---------------------------

1. _____

2. _____

3. _____

List other experience you have had which you think might be useful in the ministry at H.C.A. such as teaching Sunday School, youth activities etc. _____

18. Office Skills:

Typing w.p.m. _____ Computer experience _____ Type of computer _____

List office machines you can operate _____

19. List three (3) references, one of whom is a pastor.

<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Position</u>
-------------	----------------	------------------	-----------------

1. _____

2. _____

3. _____

20. Will you abide by our policy on conduct? _____ Conduct becoming a Christian faculty member shall be expected at all times.

21. Would you work full time? _____ or part time? _____ Please specify approximate amount of time you are available. _____

22. Would you be able to work during the summer?

Full time? _____ Part time? _____ Not at all? _____

23. Give earliest possible date you would be available to begin work _____

24. Other areas of possible employment

25. 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.



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: _____