



Heritage Christian Academy

Raising the bar in Christian Education

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Instructional Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Heritage Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will 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 seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

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

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ___/___/___ Date available ___/___/___

Current address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

B. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

Please carefully read our statement of faith and indicate your degree of support.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes No

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

What other Christian service have you done since becoming a Christian? _____

To what extent do you believe you should become involved in the ministries of the sponsoring church or the church of which you are attending or are a member? _____

C. Questions for Instructional Personnel

Please list teaching certificates that you hold: _____

Please attach photocopies of any certificates held.

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool Kindergarten Elementary _____

Full time Part time Substitute

Do you have an ACSI early education teaching certificate or K–12 teaching certificate?

Yes No

If yes, what level? _____ Remains valid for _____ years

Do you have a state teaching or administrator's certificate? _____ State? _____

What kind? _____ Remains valid for _____ years

Psalm 127:3 "Behold, the children are a heritage from the Lord..."

Endorsement(s)

List semester hours in endorsement area(s)

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?

Have you taken the Principles and Practices of Christian Early Education course or had any courses in the Christian Philosophy of Education for K–12 personnel? Yes No If yes, which course, where, and when?

If not, would you be willing to take the course by correspondence or otherwise? Yes No

* Attach a typed copy of your personal Christian philosophy of early education or K–12 education and how you would implement it in the classroom.

Have you had other courses giving specific training for Christian early education programs or K–12 Christian schools? Please give details. _____

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

List any other educational advantages that you have had, including opportunities for travel:

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

Describe your level of computer and software program skills: _____

List any educational conferences or seminars that you have led or participated in recently:

E. Personal Philosophy

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____
 Employer _____ Address _____

Supervisor's name and phone number _____
 Reason for leaving _____

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

H. Applicant's Certification and Agreement

I understand that Heritage Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Heritage Christian Academy to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date

Statement of Faith

We believe in:

1. the Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.
2. one God, eternally existent in three persons, Father, Son, and Holy Spirit
3. our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, and his Personal return in power and glory.
4. the Salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.
5. the Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.
6. the Unity of the Spirit of all true believers, the Church, the Body of Christ.
7. the Resurrection of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

Statement of Lifestyle Expectations

Heritage Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Heritage Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Heritage Christian Academy Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Heritage Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Heritage Christian Academy employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Heritage Christian Academy that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Declaration of Moral Integrity

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature

Date

Administrator's signature *after* discussion with applicant/volunteer

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)