



Heritage Christian Academy

Raising the bar in Christian Education

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Support 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. The school recruits, hires, trains, assigns personnel, promotes, and compensates employees without regard to race, color, national origin, age, sex, or disability. All employment decisions are made on the basis of merit and job requirements. 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).

Please print. Each question should be answered fully and accurately. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based on non-job-related information. Please attach a copy of your cover letter and résumé if you have one.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Current address:

Street address _____

City State Zip

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

Cell phone (____) _____ E-mail _____

B. Position Desired

Position, or positions, applying for _____

Full time Part time Temporary Summer Available when? _____

Application date ____/____/____ Application received by: Walk-in Mail E-mail Fax

Internet

Referral source: Employee Relative Other _____

Expected earnings: \$ _____

C. School Statement of Faith

As a Christian organization, we require all of our employees to be practicing Christians. Federal law allows us to confine our hiring to members of our faith community. Please carefully read the school's statement of faith, which is attached.

Do you agree with the statement of faith? Yes No If no, please explain on back.

Please share your personal testimony or experience about God: _____

Name and location of local church you attend: _____

Member? _____

With what regularity have you attended during the past twelve months?

If you become employed by our school, you are joining a ministry that has high expectations of all its employees. All staff members have a ministry position and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow employees. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the school's lifestyle statement and the declaration of moral integrity statement, which are attached. If you can honestly sign the forms, please do so.

D. Employment Experience

Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions going back at least *five* years. If necessary, use a separate paper and follow the same format for additional positions. Former employers *will* be contacted for references.

1. Job title _____

Dates of employment _____

Employer _____ Address

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

2. Job title _____

Dates of employment _____

Employer _____ Address

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

3. Job title _____

Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number (____) _____

Reason for leaving _____

Hourly rate/salary _____

Work performed _____

What date may we contact current employer? _____

Please account for all unemployment since leaving school and/or between positions for the last ten years.

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm unemployment
/ to /		
/ to /		
/ to /		

How did you learn about our school? _____

Why do you wish to work here? _____

E. Educational and Professional Training

Name and location (city, state) of last high school attended	Diploma received?
Name and location (city, state) of business school, trade school, college, or university attended	Type of certificate, diploma, or degree: BA, MA, other

F. Personal References

List the names of five people who are not related to you and who have a definite knowledge of your qualifications and character. Please include at least two previous employers and your current pastor.

Name and complete address	Phone	Position or relationship to you

G. Additional Helpful Information

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Maintaining existing computer/programs
- Receptionist
- Childcare worker
- Clerk
- Other _____

Special skills

- Word processing: _____ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other _____

If you desire, you may list any additional qualifications, skills, experiences, or interests:

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain: _____

If you answered yes to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Can you provide the documents to prove that you are legally eligible for employment in the United States? Yes No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? Yes No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.) Yes No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? Yes No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge? Yes No If yes, please attach a statement or explanation.

H. Applicant's Statement

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 _____ (School) to thoroughly interview the

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

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 references and my former employers 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, 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.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. 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 conditioned upon the receipt of 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.

Do you understand that this is an application for at-will employment and that no employment is being offered at this time?

Yes No

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)