

**HERITAGE CHRISTIAN ACADEMY
EMPLOYMENT APPLICATION**

Your interest in Heritage Christian Academy is appreciated. We invite you to fill out this application and return it as soon as possible. If an opening occurs for which it appears you may qualify, we will request further information. If there is continued interest in your candidacy, we will contact your references, we may 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.

		Date:	
Last Name:	First Name:	Middle Initial:	
Street Address:	City, State	Zip Code	
Home Telephone:		Cell Number:	
Work Telephone:		E-Mail Address:	
Social Security Number:		Marital Status:	
Date of Birth:		Spouses Name:	
Spouse's Employer & Occupation			
Number of Children:	Ages:		
Upon Employment, can you show verification of your legal right to work in the Unites States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of a felony which has not been dismissed or sealed by a court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
POSITION APPLYING FOR: Please Circle Desired Position	Teacher Aide Office	Elementary Middle School High School	Subject(s) desired to teach:
How were you referred?	<input type="checkbox"/> Newspaper <input type="checkbox"/> Employee <input type="checkbox"/> Website <input type="checkbox"/> Other		
Have you ever applied for employment with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been employed by us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you related to any employee at Heritage Christian Academy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
When are you available for employment?			

PROFESSIONAL QUALIFICATIONS		
EDUCATION		
What degree or degrees do you hold?		Please attach <u>photocopies</u> of all your college transcripts. Should you be offered a position, <u>official copies</u> will be required to be submitted in your personnel file.
COLLEGE/UNIVERSITY	DEGREE	DATE RECEIVED
MAJOR (S)		
MINOR (S)		
EXPERIENCE		List your experience with the most recent first.
Name of School/Business		Address
Phone	Can we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment
Name of School/Business		Address
Phone	Can we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment
Name of School/Business		Address
Phone	Can we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment
Name of School/Business		Address
Phone	Can we contact the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment

PERSONAL REFERENCES

Give names of three persons to whom you are not related.

You will need to sign the Reference Release Form that is attached and return it with this application. Give three references that are qualified to speak on your spiritual experience and Christian service. List your current pastor first.

Name/Address	Telephone	Occupation	Years Known

Give three references that are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

Name/Address	Telephone	Occupation	Years Known

PERSONAL PHILOSOPHY

1. Why do you wish to work in a Christian School?

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2. What is your philosophy of discipline? Attitude towards corporal punishment?

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3. What areas do you feel are your strengths? Weaknesses?

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4. What do you believe about the origin of the earth and mankind?	
5. Please summarize any additional information that you would like to present regarding your candidacy for this position?	
SPECIALIZED SKILLS (Skills) <i>WHAT PROFESSIONAL JOB RELATED LICENSES DO YOU HOLD?</i>	
List your hobbies and personal interests.	
CHRISTIAN BACKGROUND	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Signature: _____

Church: Denominational preferences? _____

What is your local church affiliation? _____

Please read our attached Statement of Faith and indicate below your degree of support.

_____ I fully support the Statement of Faith as written with no mental reservations.
Signature: _____

_____ I support the Statement except the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.
Signature: _____

Briefly write below your Christian testimony.

HERITAGE CHRISTIAN ACADEMY
STATEMENT OF FAITH

1. We believe in the Bible as the only authoritative word of God, it is eternally reliable in all matters
Christian faith and practice. (II Tim. 3:16, II Peter 1:21).
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:1, John 10:30, John 10:37, 38).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb 7:25, Jn. 2:11, Heb. 9:12, Eph. 1:7, Col. 1:14, Jn. 11:25, Acts 1:11, Rev. 19: 11-16).
4. We affirm that salvation is by grace, through faith in our Lord Jesus Christ. We affirm that repentance from personal sin toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit are necessary to salvation. (Rom. 3:19, 23, Jn. 3:16-19, Jn. 5:24, Eph. 2:8-10, Tit. 3:5,6).
5. We affirm the resurrection of both the saved and the lost, those who are saved to the resurrection of eternal life and those who are lost to eternal punishment (Jn. 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, II Cor. 12:12-13, Gal. 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

I have read and understand that these are the principles by which Heritage Christian Academy was found and I will agree to instruct in this school according to these statements. If I have a child in this school, these principles may be taught to my child in school.

Signature & Date

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have applied for a position with Christian Educators, Inc., DB Heritage Christian Academy, a non-denominational Christian school in Hopkinsville, KY. I authorize Christian Educators, Inc., to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interview.

I authorize the release and giving any information requested by Christian Educators, Inc. such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Christian Educators, Inc.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date