

HERITAGE CHRISTIAN SCHOOL

STAFF APPLICATION

Date: _____

APPLICANT INFORMATION

Last Name:		First:		M.I.:	Birth Date:	
Street Address:				Apartment/Unit #:		
City:		State:		Zip:		
Phone:		E-mail Address:				
Position Desired:						
<input type="checkbox"/> Administration		<input type="checkbox"/> Full-time				
<input type="checkbox"/> Other _____		<input type="checkbox"/> Part-time				
Why do you desire to work at Heritage Christian School?						
Your spiritual beliefs are in alignment with Heritage Christian School's (HCS) Statement of Faith, which is a requirement for employment at HCS.					YES <input type="checkbox"/> NO <input type="checkbox"/>	
If hired, can you present evidence of your US citizenship or proof of your legal right to work in this country?					YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)					YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please state the nature of the crimes(s), when and where convicted and the disposition of the case.						
<p>Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may be considered.</p>						
Have you ever worked for HCS? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?						

EDUCATION

High School:		Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>				
College:		Address:				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Other:		Address				
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:	
Credential(s) and/or License(s):		Date Received:	College/University:			

SPECIAL TRAINING, INTERESTS, ABILITIES*Please list your computer/technology experience as well as any additional interests, training or experience that would be helpful to your position with HCS, i.e., bookkeeping, fundraising, childcare, administration, etc.*

Computer/technology experience and abilities:

Additional abilities:

PREVIOUS EMPLOYMENT*Please list employment for the past 10 years. Attach additional sheet if necessary.*

Employer:

Phone:

Address:

Annual Salary: \$

Job Title:

Supervisor's name and phone:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES NO

Eligible for rehire?

YES NO

Employer:

Phone:

Address:

Annual Salary: \$

Job Title:

Supervisor's name and phone:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES NO

Eligible for rehire?

YES NO

Employer:

Phone:

Address:

Annual Salary: \$

Job Title:

Supervisor's name and phone:

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES NO

Eligible for rehire?

YES NO **REFERENCES***Please list references that can provide an accurate account of your abilities and character.***Professional Colleague**

Full Name:

Relationship:

Organization:

Phone:

Address:

E-mail:

Pastor or Spiritual Leader	
Full Name:	Relationship:
Organization:	Phone:
Address:	E-mail:
Other Reference	
Full Name:	Relationship:
Organization:	Phone:
Address:	E-mail:

CHRISTIAN BACKGROUND
What is your church affiliation?
How long have you known Jesus as your Lord and Savior?
In what capacity are you active in your church?
Give your own definition of a Christian:
Do you believe you have been "called/led" by the Lord to HCS? Explain:
Please attach your handwritten Christian Testimony.

DISCLAIMER AND SIGNATURE	
As an applicant to HCS's employment, I agree to the following:	
<ol style="list-style-type: none"> 1. I understand that any employment is conditional until results of any tests, examinations, verifications, or references required by HCS are known and verified. 2. I certify that the answers given by me in this application are true and correct. 3. I am aware that HCS may, without liability, disqualify me from employment or terminate my employment because of false statements or omissions given in this application regardless of time elapsed before discovery. 4. I authorize the entities and individuals named in this application to give relevant information regarding my application to HCS, including but not limited to; my employment history, work habits, educational achievements and other matters related to my suitability for employment. 5. I hereby release HCS, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. 6. I have read and understand HCS's Statement of Faith and wholeheartedly affirm and support all the beliefs and tenants contained therein. 	
Signature: _____	Date: _____

Heritage Christian School is an Equal Opportunity Employer. Our employment policies are non-discriminatory regarding age, sex, color, race, national origin, disability, and other protected categories for qualified applicants. We are exempt from the Title VII requirement as it pertains to our religious beliefs and tenants.

- Applicants must include the following documents with their application:**
- Handwritten Christian Testimony
 - Copy of Letters of Reference