



APPLICATION FOR EMPLOYMENT

Mission Statement:
 The mission of Heritage Christian School is to provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

| | |
|--------------------------|---|
| Official Use Only | Check appropriate circle (s): <input type="checkbox"/> Pre-Kindergarten <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Interviewed <input type="checkbox"/> Transcripts <input type="checkbox"/> References <input type="checkbox"/> Will consider part-time <input type="checkbox"/> Certified <input type="checkbox"/> Will substitute <input type="checkbox"/> File _____ |
|--------------------------|---|

CHECK THE APPROPRIATE CIRCLE:

New Applicant
 Former HCS Employee
 Current Employee (substitute, staff, etc.)

PLEASE PRINT

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|-----------|--------|--------|--------|-------|--|--|--|-------------------------------|--|--|--|-------|--|--|--|-------------------|--|--|--|-------|--|--|--|--|
| Personal | <table style="width: 100%;"> <tr> <td style="width: 25%;">Last Name</td> <td style="width: 25%;">First</td> <td style="width: 25%;">Middle</td> <td style="width: 25%;">Maiden</td> </tr> <tr> <td colspan="4">_____</td> </tr> <tr> <td colspan="4">Present Address (until _____)</td> </tr> <tr> <td colspan="4">_____</td> </tr> <tr> <td colspan="4">Permanent Address</td> </tr> <tr> <td colspan="4">_____</td> </tr> </table> <p>Completion of the following information is optional. Failure to answer these questions will not prohibit employment consideration.</p> <p><u>Gender:</u> <input type="radio"/> Male <input type="radio"/> Female</p> <p><u>Marital Status:</u> <input type="radio"/> Married <input type="radio"/> Single <input type="radio"/> Widow (er) <input type="radio"/> Divorced</p> <p>Spouse's Name: _____ Number of Children: _____ Names and Ages: _____ _____ _____</p> | Last Name | First | Middle | Maiden | _____ | | | | Present Address (until _____) | | | | _____ | | | | Permanent Address | | | | _____ | | | | <p>Date of Application: _____</p> <p>How did you hear about this opening? _____ _____</p> <p>Telephone Number: Present (____) _____ Permanent (____) _____ Work (____) _____ Cell (____) _____</p> <hr/> <p>Are you a US Citizen? _____ Yes _____ No</p> <p>If not, are you eligible to work in the US? _____ Yes _____ No</p> <p>Date you are available to begin work: _____</p> |
| Last Name | First | Middle | Maiden | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Present Address (until _____) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permanent Address | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|----------------------|--|
| Certification | <p>Do you possess a valid out-of-state teaching certificate? _____ Yes _____ No Please submit a photocopy.</p> <p>Certification Areas: _____</p> <p>Do you possess an ACSI teaching certificate? _____ Yes _____ No Please submit a photocopy.</p> <p>Do you possess a valid IA state teaching certificate? _____ Yes _____ No Please submit a photocopy.</p> <p>Application submitted to State Department? _____ Yes _____ No Will submit upon graduation? _____ Yes</p> <p>Statement of eligibility received? _____ Yes _____ No</p> <p>Number: _____ Date of Issue: _____ Expiration Date: _____</p> <p>Certification Areas: _____</p> <p>National Teachers Examination Data: Professional Knowledge Score _____ Specialty Area Score: _____</p> <p>If no score available, list exam date: _____</p> |
|----------------------|--|

| | |
|-----------------|---|
| Position | <p>Indicate position(s) desired for which you are endorsed and/or able to teach.</p> <p> <input type="checkbox"/> Pre-Kindergarten (K4) <input type="checkbox"/> Elementary (1-3) <input type="checkbox"/> Elementary (4-5) <input type="checkbox"/> Grades 6-8 <input type="checkbox"/> Administrative <input type="checkbox"/> Substitute (Position: _____) <input type="checkbox"/> Support Staff </p> <p>If elementary certified, list area of concentration: _____</p> <p>For grades 5-8, list subject area(s) and/or grade level applying for in order of preference:</p> <p>1. _____ 2. _____ 3. _____</p> <p>Subject area(s) in which you have a major or minor, but do not have certification.</p> <p>1. _____ 2. _____ 3. _____</p> |
|-----------------|---|

Heritage Christian School does not discriminate on the basis of age, race, color, disability, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

| | |
|----------------|---|
| General | Have you ever been refused an annual, continuing teaching contract or been released/terminated? _____ Yes _____ No If yes, please explain: _____ |
| | Have you ever had a teaching certificate suspended? _____ Yes _____ No If yes, please, explain: _____ |
| | Have you ever been convicted or investigated of anything other than a minor traffic offense by civil authorities? _____ Yes _____ No If yes, please, explain: _____ |

| | |
|---------------------------|--|
| Personal Statement | Name of Church you attend: _____ Denomination: _____ |
| | List Church activities in which you are or have been involved: _____ |
| | Why do you desire to teach at Heritage Christian School? _____ |

| | |
|---------------------------|--|
| Statement of Faith | <h2>Statement of Faith</h2> |
| | <p>To show our continuity with Christians throughout the centuries, we affirm the Biblical Christian faith as summarized in the Apostles' Creed. The main points of this faith are included in the following statement of our faith:</p> <ol style="list-style-type: none"> 1. We believe that the 66 books of the Bible, in their original manuscripts, are the inspired Word of God. While the central purpose of the Bible is to bring us to salvation, all that the Bible teaches is inherently true, including matters of science and history. 2. We believe that God is infinite and personal, that He created the world out of nothing, and that He continues to rule over the affairs of men and nations. 3. We believe that God is a Trinity, three Persons: Father, Son and Holy Spirit, in one Being, equal in power and glory, yet different in role and function. 4. We believe that Jesus Christ, born of a virgin, is fully God and fully man, has two natures in one person, and is like us in all ways except without sin. 5. We believe that every human being is created in the image of God and that each human life should be protected and treasured from conception to the grave. But sadly, all of mankind, the whole of each person, and every sphere of life was disturbed by Adam and Eve's revolt against God. 6. We believe that Jesus Christ died on the cross, was buried, rose from the grave, and ascended to the right hand of God, in order to fully pay for all our sins and to inaugurate His saving reign. Christ's salvation and reign begin to restore us from the effects of the Fall. 7. We believe that we are saved and justified by personal faith in Jesus Christ when God draws us to Himself by His Word and Spirit; true saving faith leads to a life of service and gratitude to God as salt and light in the world. 8. We believe that Jesus Christ will come again, personally and visibly, at the end of history, when the dead will be bodily resurrected; believers to everlasting joy with the Lord; unbelievers to everlasting sorrow. 9. We believe that all truth, in whatever subject, is God's Truth, received through general revelation, even among unbelievers; nevertheless, unbelief and the secular worldviews have seriously distorted much learning, so that believers must evaluate all we learn in light of Scripture. |

| | |
|--------------------------|--|
| EXPERIENCE RECORD | Resume cannot be substituted for completed application |
|--------------------------|--|

STUDENT TEACHING EXPERIENCE - WITHIN THE LAST 2 YEARS (List chronologically and include internships.)

| Name of School | School Division City/County | State | Grade Level and/or Subject | Dates |
|----------------|--------------------------------|-------|-------------------------------|-------|
| | | | | |
| | | | | |

TEACHING EXPERIENCE – LIST CHRONOLOGICALLY ALL TEACHING EXPERIENCE BEGINNING WITH MOST RECENT (Substitute teaching exceeding 9 continuous weeks may be included.)

| Name of School | School Division City/County | State | SPECIFY: Positions Held Grades/Subjects Taught | Dates | | Time | | Reasons for Leaving |
|----------------|--------------------------------|-------|--|-------|----|------|------|------------------------|
| | | | | From | To | Full | Part | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Total Years of Full Time Iowa Experience: _____
 Total Years of All Full Time Experience: _____

Current Supervisor: _____

MOST RECENT WORK EXPERIENCE OTHER THAN TEACHING (List chronologically.)

| | | | |
|---|----------------|----------------------------------|---------------------------------|
| 1 | Employer _____ | City _____ State _____ Zip _____ | Dates Employed: From...To _____ |
| | Position _____ | Reason for Change _____ | Name of Supervisor _____ |
| 2 | Employer _____ | City _____ State _____ Zip _____ | Dates Employed: From...To _____ |
| | Position _____ | Reason for Change _____ | Name of Supervisor _____ |
| 3 | Employer _____ | City _____ State _____ Zip _____ | Dates Employed: From...To _____ |
| | Position _____ | Reason for Change _____ | Name of Supervisor _____ |

OTHER INFORMATION

Have you ever taught English, as a second language, to foreign speaking students? _____ Yes _____ No

What foreign languages do you read, speak, or write? _____

| EXTRACURRICULAR ACTIVITIES | | | | Check activities you are willing to coordinate/sponsor and give years experience. | | | |
|----------------------------|--------------------|-------|------------|---|---------------|-------|------------|
| Extracurricular | Activity | Years | Experience | Extracurricular | Activity | Years | Experience |
| 1. _____ | Yearbook | _____ | _____ | 5. _____ | Basketball | _____ | _____ |
| 2. _____ | Student Government | _____ | _____ | 6. _____ | Track | _____ | _____ |
| 3. _____ | Bible Study | _____ | _____ | 7. _____ | Cross-Country | _____ | _____ |
| 4. _____ | Service Projects | _____ | _____ | 8. _____ | Volleyball | _____ | _____ |
| | | | | 9. _____ | Soccer | _____ | _____ |
| | | | | 10. _____ | Cheerleading | _____ | _____ |
| | | | | 11. _____ | Computer | _____ | _____ |
| | | | | 12. _____ | Science | _____ | _____ |

| | | | | | | | | |
|-------------------------------|--|-------------------|---------------------------|------------------------|-----------------|----------------|-----|--|
| Educational Background | Type of School | Name and Location | Dates Attended From To | Major Area of Study | Degree Obtained | Date of Degree | GPA | |
| | High School | | | | | | | |
| | College(s) | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Other – Special Schools, Education and Training | | | | | | | |
| | List Extracurricular Activities in College: | | | | | | | |
| | List any licenses, certificates, publications, or professional achievements that would assist in assessing your candidacy: | | | | | | | |

| | | | | |
|-------------------|--|-----------------------|-----------------|--------------|
| References | <p>It is the applicant's responsibility to have the following information provided to HCS in order to be considered for employment.</p> <p>A. Transcripts</p> <p>B. List below three work related reference sources. One reference must include current employer, if employed, or last employer if not currently employed.</p> <p>C. Applicants with education work experience must provide recommendations from principals and/or superintendents from all contracted educational work experiences within the past three years. If experience was not within the past three years, provide references from last contracted experience. Please list references below.</p> <p>D. Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) in the placement file or by listing names below.</p> | | | |
| | Name of Reference | Position/Relationship | Mailing Address | Phone Number |
| | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| Signature | <p>My signature below indicates my agreement with the school's Mission and Statement of Faith. It also indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by HCS.</p> <p>By my signature, I authorize HCS to ask for and obtain from each former employee or present employer, person, firm, or corporation given as reference any and all information sought in connection with this application. I also authorize any former employer, person, firm, or corporation from whom such information is requested to supply HCS with information concerning me, my work habits, character, skill, and actions in any transaction. I indemnify HCS from any liability which may result from investigation/inquiry. I also understand the school may request a criminal records check and I authorize Heritage Christian School and the local law enforcement agency permission to retrieve and review this information.</p> <p>I understand that my application will be considered active for twelve months following the date reviewed.</p> <p>Signature: _____ Date: _____</p> | | | |