



## 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.

<b>Official Use Only</b>	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 _____
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**CHECK THE APPROPRIATE CIRCLE:**

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

PLEASE PRINT

<b>Personal</b>	<table style="width: 100%;"> <tr> <td style="width: 25%;">Last Name</td> <td style="width: 15%;">First</td> <td style="width: 15%;">Middle</td> <td style="width: 45%;">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><b>Completion of the following information is optional. Failure to answer these questions will not prohibit employment consideration.</b></p> <p>Sex:  <input type="radio"/> Male  <input type="radio"/> Female</p> <p>Marital Status:                      Spouse's Name: _____  <input type="radio"/> Married                              Number of Children: _____  <input type="radio"/> Single                                    Names and Ages: _____  <input type="radio"/> Widow (er)                            _____  <input type="radio"/> Divorced                                 _____</p>	Last Name	First	Middle	Maiden	_____				Present Address (until _____)				_____				Permanent Address				_____				Date of Application: _____  Social Security Number: _____  Telephone Number: Present (____) _____ Permanent (____) _____ Work (____) _____ Cell (____) _____  <hr/> Are you a US Citizen? _____ Yes                      _____ No  If not, are you eligible to work in the US? _____ Yes                      _____ No  Date you are available to begin work: _____
Last Name	First	Middle	Maiden																							
_____																										
Present Address (until _____)																										
_____																										
Permanent Address																										
_____																										

<b>Certification</b>	Do you possess a valid out-of-state teaching certificate? _____ Yes _____ No Please submit a <b>photocopy</b> . Certification Areas: _____ Do you possess an ACSI teaching certificate? _____ Yes _____ No Please submit a <b>photocopy</b> . Do you possess a valid IA state teaching certificate? _____ Yes _____ No Please submit a <b>photocopy</b> . Application submitted to State Department? _____ Yes _____ No Will submit upon graduation? _____ Yes Statement of eligibility received? _____ Yes _____ No Number: _____ Date of Issue: _____ Expiration Date: _____ Certification Areas: _____ National Teachers Examination Data: Professional Knowledge Score _____ Specialty Area Score: _____ If no score available, list exam date: _____
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<b>Position</b>	Indicate position(s) desired for which you are endorsed and/or able to teach. _____ Pre-Kindergarten (K4)                      _____ Elementary (1-3)                      _____ Elementary (4-5)                      _____ Grades 6-8 _____ Administrative                      _____ Substitute (Position: _____)                      _____ Support Staff If elementary certified, list area of concentration: _____ For grades 5-8, list subject area(s) and/or grade level applying for in order of preference: 1. _____ 2. _____ 3. _____ Subject area(s) in which you have a major or minor, but do not have certification. 1. _____ 2. _____ 3. _____
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*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.*

<b>General</b>	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: _____

<b>Personal Statement</b>	Please indicate how you have come to a personal relationship with Jesus Christ: _____ _____ _____
	Name of Church you attend: _____ Denomination: _____
	List Church activities in which you are or have been involved: _____ _____
	Please write your <b>Philosophy of Christian Education</b> : _____ _____ _____
	Why do you desire to teach at Heritage Christian School? _____ _____

<b>Statement of Faith</b>	<b>Statement of Faith:</b>
	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:
	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.	

<b>EXPERIENCE RECORD</b>	Resume cannot be substituted for completed application
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**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	

Current Supervisor: \_\_\_\_\_ Total Years of Full Time Iowa Experience: \_\_\_\_\_  
 Total Years of All Full Time Experience: \_\_\_\_\_

**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	_____	_____

<b>Educational Background</b>	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:							

<b>References</b>	<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.			

<b>Signature</b>	<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>



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On a separate sheet of paper, please answer the following questions.

- 1. Please comment on the Lord's leading in your life in regards to working in a Christian school.**
- 2. Describe your personal philosophy of Christian education.**
- 3. What is your philosophy of discipline in the school setting?**
- 4. What do you consider to be the proper classroom atmosphere for learning?**
- 5. Please give us a brief statement of your understanding of evolution vs. creation.**
- 6. What do you feel is the most effective way to communicate with parents? Please give an example.**
- 7. Describe your classroom management style.**
- 8. Why do you believe God has called you to be a Christian school teacher?**
- 9. Explain your understanding of the inspiration of Scripture.**
- 10. Please give your personal testimony concerning you becoming a Christian.**
- 11. Please state your personal convictions on liquor, tobacco, drugs, and entertainment.**