

## **General Employment Application**

Dear \_\_\_\_\_,

Thank you for expressing an interest in employment at Heritage Christian School. We have enclosed our mission statement and beliefs about education. If so led, we encourage you to complete the enclosed application and turn it in with a resume attached. We will give it prayerful consideration.

Sincerely,

Heritage Christian School Board

**Heritage Christian School**  
**2000 NW Clay**  
**Topeka, KS 66608**  
**(785)286-0427**

Your interest in Heritage Christian School is appreciated. We invite you to fill out this initial application and return it, with a resume attached, to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, 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 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.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Best time to call you \_\_\_\_\_ Social Security No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

List any additional addresses where you have resided at any time during the past 5 years:

\_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice in the parenthesis.

- ( ) Custodial
- ( ) Maintenance
- ( ) Paraprofessional
- ( ) Secretary
- ( ) Lunch Room

Full time \_\_\_\_\_ Part time \_\_\_\_\_

How did you learn about the position for which you are applying?

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

***\*In your own handwriting, on a separate sheet of paper, briefly give your Christian testimony.***

Bible Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?  
Yes \_\_\_ No \_\_\_ Signature: \_\_\_\_\_

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

\_\_\_\_\_ I fully support the Statement as written without mental reservations.  
Signature: \_\_\_\_\_

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.  
Signature: \_\_\_\_\_

**STATEMENT OF FAITH**

1. We believe the Bible to be inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
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 to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to lead a godly life.
6. We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

*(This statement is the seven-point Statement of Faith of the National Association of Evangelicals.)*

Church  
Service

Denominational preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

Devotional  
Life

Describe your routine of personal Bible study, prayer, and other devotions.

\_\_\_\_\_

\_\_\_\_\_



3. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you already signed a contract for next year with any other institution?

Yes \_\_\_\_ No \_\_\_\_

**G. PERSONAL REFERENCES**

Reference experience You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Christian service. *List your current pastor first.*

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Give two references who are qualified to speak of your professional training and experience. *List your current or most recent principal or supervisor first.*

<u>Name</u>	<u>Complete Address</u>	<u>Phone</u>	<u>Position</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as an \_\_\_\_\_ with **Heritage Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

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 **Heritage Christian 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 personally view any references given to **Heritage Christian School**. I certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print)

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Applicant's Signature

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Date

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Heritage Christian School** does not discriminate in its employment practices against any person because of race, color, national, or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize **Heritage Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment. 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 to **Heritage Christian 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 given to **Heritage Christian School**.

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

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Signature of Applicant

Date

## **Please keep this portion for your information...**

Heritage Christian School is a nondenominational Christian school, providing an activity-based, Christ-centered education for students in Kindergarten through grade 10 (1999-2000 school year).

### **Our Philosophy . . . . .**

1. We believe in the centrality and authority of Jesus Christ, who is the Way, the Truth, and the Life.
2. We believe the Bible is the authority for all issues of life, including education.
3. We believe that the knowledge of Jesus Christ and the Bible is essential to the proper growth and development of each individual student.

### **Our Mission . . . . .**

The mission of Heritage Christian School is to provide a Christ-centered, quality education in order to prepare our children to serve Christ. We believe that we are called as Christian parents to provide for our children's education (*"Train a child in the way he should go, and when he is old, he will not turn from it."* Proverbs 22:6) and, therefore, view our school as an extension of the Christian home.

Our educational approach is to teach children to think biblically in relation to all of life and to develop disciplined lives. We give highest priority to the unique gifts and calling of individual young people, rather than any particular educational track. We define success by the wise use of the talents and gifts God has given us to serve Him and to further His kingdom.

*"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Ephesians 6:4*

*" But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; they shall walk, and not faint." Isaiah 40:31*

## **Our Beliefs about Education and Our School**

At Heritage Christian School,

### Students . . . . .

1. are able to defend the faith.
2. are able to integrate biblical principles into all areas of life.
3. are critical thinkers, not just rote learners.
4. have grateful hearts and the attitudes of servants.
5. are able to compete in any arena upon exit from the school.
6. represent wide diversity of the Body.
7. encourage one another.
8. have fun while learning!

### Parents . . . . .

1. believe in and model ideas exemplified in the Statement of Faith.
2. fully understand and support the goals of Christian education.
3. are actively involved in their child's education.
4. use their gifts and talents to support the school.
5. support school policies, administrators and teachers.
6. are always welcome at the school.

### The Curriculum . . . . .

1. is biblically based.
2. includes all academic areas (math, reading, phonics, language arts, writing, science, spelling, history).
3. includes music and physical education.
4. is individualized by student needs and acknowledges different learning styles.
5. incorporates activity-based learning.
6. incorporates study of the Bible.
7. incorporates critical thinking skills.
8. includes scripture memorization.
9. includes a weekly chapel time.
10. incorporates the use of technology into instruction.
11. emphasizes the discipline of being a responsible citizen in coordination with honesty, courtesy and service to God and man.

*"Sons are a heritage from the Lord, children a reward from him." Psalms 127:3*

### Teachers . . . . .

1. support and exemplify the foundational philosophy, mission and beliefs of the school.
2. are able to defend the faith.
3. fully understand and support the goals of Christian education.
4. demonstrate the love and encouragement of Christ through their affection for children.
5. use creativity in teaching techniques.
6. can individualize instruction.
7. are skilled at adapting curriculum to meet student needs.
8. have a grateful heart, the attitude of a servant.
9. effectively integrate biblical principles into all subject areas.
10. classroom teachers are certified or actively working towards recertification.
11. are positive Christian role models.

### The Director/Administrator/Principal . . . . .

1. supports and exemplifies the foundational philosophy, mission and beliefs of the school.
2. is a good communicator.
3. is the instructional leader of the school.
4. is the spiritual leader of the school.
5. lends ongoing support to the school, staff, parents and Board.
6. has a grateful heart, the attitude of a servant.
7. exhibits evidence of Christian maturity as outlined in 1 Timothy 2.
8. demonstrates good judgment.

### Members of the Board . . . . .

1. support and exemplify the foundational philosophy, mission and beliefs of the school.
2. lend ongoing support to the school, staff and administration.
3. have a grateful heart, the attitude of a servant.
4. exhibit evidence of Christian maturity as outlined in 1 Timothy 2.
5. are elected by parents to serve staggered terms.
6. hold open meetings except when confidential matters are discussed.
7. communicate with parents on an open and ongoing basis.
8. have a wide variety of gifts.
9. represent a variety of different church affiliations.
10. exemplify and set the spiritual direction for the school.