

Staff Application

Date: _____

Personal Information

Name: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Position Desired

() Administration: (Please indicate what position you are applying for) _____

() Other _____

*Full time _____ *Part time _____

Required Documents: *Christian Testimony(Handwritten) *Copies of Letters of Reference

How did you learn about our school? _____

Why do you desire to teach at Heritage Christian School? _____

Qualifications and Education History

Credential/Degree	Date Received	College/University
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Name: _____

Employment History

Employer: _____

Dates of Employment: _____ Position: _____

Responsibilities: _____

Supervisor's Name and Phone: _____

Reason for leaving: _____ Annual Salary: _____

Employer: _____

Dates of Employment: _____ Position: _____

Responsibilities: _____

Supervisor's Name and Phone: _____

Reason for leaving: _____ Annual Salary: _____

Employer: _____

Dates of Employment: _____ Position: _____

Responsibilities: _____

Supervisor's Name and Phone: _____

Reason for leaving: _____ Annual Salary: _____

May we contact the employers listed? Yes No

Have you ever been convicted of a crime? Yes No

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, etc.

Computer/Technology experience and abilities: _____

Additional Abilities: _____

Name _____

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

References

Please list references that can provide an accurate account of your abilities and character. By listing these references you indicate that you are giving HCS permission to contact them.

Professional Colleague

Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Email: _____

Pastor or Spiritual Leader

Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Email: _____

Other

Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Email: _____

I understand that Heritage Christian School does not discriminate against any employee because of sex, race, color, national or ethnic origin, gender, or handicap.

I hereby certify that the facts set forth in this application are accurate to the best of my knowledge. I understand that any falsification of any information or significant omission of facts may cause the hiring process to be terminated and if hired may cause immediate dismissal.

I give authorization to Heritage Christian School the release of information such as employment records and performance evaluations.

I authorize Heritage Christian School to verify all data given in this application.

I release any institution or organization from liability or damage, which may result from furnishing the information requested. I further acknowledge that I have carefully read and understand the above information.

Signature _____ **Date** _____