



Heritage Christian Academy

"A Classical Christian School"

P.O. Box 993
Picayune, MS 39466

Application for Employment

Your interest in Heritage Christian Academy is appreciated. Leadership on the part of teachers is essential for Heritage Christian Academy to carry out its mission. We seek and are grateful for teachers who by the pattern of their lives in and out of the classroom exemplify Christ, who love and know children, and who are equipped to teach.

We look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

Primary Information

First Name: _____

Last Name: _____

Social Security Number: _____

Driver's License Number: _____

Current Address: _____

City: _____

State: _____ Zip: _____

Email Address: _____

Home Phone Number: _____

Mobile Phone Number: _____

What is the best way to contact you? _____

Position Applying For

Title: _____

Salary Desired: _____

Have you filled out an application at HCA before? Yes No If "yes," when?

Have you ever been employed by HCA? Yes No If "yes," when?

Date available: _____

Referred by: _____

Education

Did you graduate or receive a GED? _____

High School (Name, City, State) _____

What degree(s) do you hold:

List the institution from which you have received degrees:

1. _____

Bachelor's _____ Major _____ Minor _____

Master's _____ Major _____

Doctoral _____ Field _____

2. _____

Bachelor's _____ Major _____ Minor _____

Master's _____ Major _____

Doctoral _____ Field _____

3. _____

Bachelor's _____ Major _____ Minor _____

Master's _____ Major _____

Doctoral _____ Field _____

List additional institutions attended, area of study, and degree received if any.

References

*List name and telephone number of three business/work references that are not related to you.
If not applicable, list three school or personal references that are not related to you.*

1. Name: _____

Telephone: _____

Relationship: _____

Years Known: _____

2. Name: _____

Telephone: _____

Relationship: _____

Years Known: _____

3. Name: _____
Telephone: _____
Relationship: _____
Years Known: _____

Employment History

Please list employment history starting with most current to oldest.

1. Employer: _____
Address: _____
Job Title: _____
Immediate supervisor and title: _____
Reason for leaving: _____
May we contact for a reference? Yes No
Dates employed: _____
Starting hourly rate/salary: _____
Final hourly rate/salary: _____
Summarize the nature of work performed and job responsibilities. _____

2. Employer: _____
Address: _____
Job Title: _____
Immediate supervisor and title: _____
Reason for leaving: _____
May we contact for a reference? Yes No
Dates employed: _____
Starting hourly rate/salary: _____
Final hourly rate/salary: _____
Summarize the nature of work performed and job responsibilities. _____

3. Employer: _____
Address: _____
Job Title: _____
Immediate supervisor and title: _____
Reason for leaving: _____
May we contact for a reference? Yes No
Dates employed: _____
Starting hourly rate/salary: _____
Final hourly rate/salary: _____
Summarize the nature of work performed and job responsibilities. _____

Comments

Please include explanation of any gaps in employment that were not voluntary.

Skills & Qualifications

Summarize any special training, skills, licenses, certifications, and/or characteristics that may qualify you as being able to perform job related functions of the position for which you are applying.

Other Information

Are you able to perform the tasks of the job for which you are applying without reasonable accommodations? Yes No If “No” then please explain.

Can you provide proof of eligibility to work in the U.S. after hiring? Yes No

Do you foresee any long-term absences in the future? Yes No If “Yes” then please explain.

How many days did you miss from work (or school) in the past year? _____

Is there any reason why you cannot be on the job by 7:30 a.m.? Yes No
If “Yes” then please explain.

Have you ever been fired or involuntarily terminated based on work-performance or a work-related event? Yes No If “Yes” then please explain.

Have you ever been convicted, pleaded guilty, no contest, received probation, or deferred adjudication of any crime other than routine traffic violations? Yes No
If “Yes” then please explain. **Such occurrences are not automatic grounds for rejection.**

Teaching Interests

Please list the grade level(s) you prefer to teach.
