



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.

Please list the subjects you are prepared to teach.

Please list the teaching certificates that you hold. Include the state, or issuing organization, and limitations.

Personal Background and Interests

What inspired you to pursue a career in teaching?

What motivates you to continue teaching?

What experiences have been life changing for you?

Do you have any biblical/theological training? If so, please explain?

What honors or special recognitions have you received?

What hobbies or interests do you have?

How many books did you read last year? Please list titles and authors. Which were most stimulating and why?

Briefly describe your salvation experience and relationship with God.

What do you seek in church fellowship and a place of worship?

What in your opinion is a Christian world and life view?

How would you communicate a Christian world view to a student?

What is your understanding of the authority of the Bible, and how do you understand the doctrine of the inerrancy of the Bible?

One of the responsibilities of a HCA administrator is to promote harmony within the school. An area that tends to cause division is peripheral doctrinal issues. After reviewing the attached documents, what are, if any, other beliefs to which you may adhere? What is the degree of your comfort level in terms of not being able to express and/or teach these beliefs? (i.e. baptism, spiritual gifts, worship, etc.)

What is your view of abortion? Please explain your view in 3 to 5 sentences.

What is your view of homosexuality? Please explain your view in 3 to 5 sentences.

In terms of church attendance, how often do you attend and with what ministries are you involved? What is your pastor's name?

Please describe how your faith affects your personal, civic, and professional life?

List any additional information you would like us to consider.

PLEASE NOTE: The following materials should be submitted with this application:

- 1. A copy of your resume.**
- 2. On a separate sheet of paper, please answer the following thoroughly:**
 - a. Express why you wish to teach at Heritage Christian Academy.**
 - b. What are your greatest strengths as a teacher?**
 - c. As a newly formed, Classical & Christian school, we are in a significant growth/learning phase. What about that either excites or concerns you?**
 - d. What are your thoughts on classroom order and discipline?**
- 3. Please read the following article and be prepared to discuss during the interview process (available on our website www.HCAPicayune.com):**
 - a. “The Lost Tools of Learning” by Dorothy Sayers**

Submit a Completed Application Package to:

**Heritage Christian Academy
P.O. Box 993
Picayune, MS 39466**

I give Heritage Christian Academy the right to investigate all references and to secure background check information about me. I hereby release from liability HCA and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employment of HCA if I have been employed. During the application process and at any time during the tenure of my employment with Heritage Christian Academy, I hereby authorize Lexis Nexis, Inc. on behalf of HCA to procure a consumer report which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court record repositories, departments of motor vehicles, past or present employers and educational institutions. Governmental occupation licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics, or mode of living.

HCA is an Equal Opportunity Employer, except to discriminate based on religion as allowed by law. For all other items, Heritage Christian Academy does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant' consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from HCA and still wish to be considered for the employment, it will be necessary to fill out a new application.

DATE:

SIGNATURE OF APPLICANT:
