



Employment Application

Your interest in Heritage Christian Academy is greatly appreciated. Leadership on the part of teachers is essential for HCA to carry out its mission. We seek teachers who exemplify Christ by the pattern of their lives, both in and out of the classroom, 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.

Heritage Christian Academy is an Equal Opportunity Employer. Discrimination on the basis of race, color, sex, national origin, age, or disability is prohibited. Because Heritage is a religious institution, it exercises those rights afforded to religious institutions which allow the use of religious qualifications and tenets in personnel actions.

Applicant Information

Full Name: _____

Social Security Number: _____

Home Phone: _____ Daytime Phone: _____

Address: _____

E-mail Address: _____

Church Affiliation: _____

Denominational Preference: _____

Check here if you have previously applied to Heritage.

Academic Information

Name of Institution	Dates Attended	Date of Graduation (if applicable)	Degree	Major / Minor	GPA

Coursework

List below all the post-graduate courses you have taken over the past three years and the grades you received.

Course: _____ Grade: _____

Course: _____ Grade: _____

Course: _____ Grade: _____

Course: _____ Grade: _____

Course: _____ Grade: _____

Experience

<p>1. Name of School: _____ Dates: _____</p> <p>Grades or Courses Taught: _____</p> <p>Was it a Christian School? _____ Phone: _____</p>
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Certification

Do you hold a teaching certificate? Yes No

If so, for what area and what state is it valid? _____

What grades or areas do you believe you are qualified to teach? (please list in order of preference)

Are you interested in any extra-curricular duties? If so, what areas? (coaching, club sponsor, etc.)

References

Please list the names and contact information for two professional and two personal references. You will also need to complete the enclosed *Reference Release Form* and return it with this application. Do not list family members or relatives as references.

Professional: (If you are applying for a substitute teacher position, you may leave the professional references blank.)

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

Personal:

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

Other Questions

Have you ever been arrested or convicted for any criminal act? If so, please explain.

List the titles of the last five books you have selected to read. (Not required reading)

What would you like to be doing five years from now?

What activities are you involved in, and to what degree of regularity?

How did you hear about Heritage?

Are you currently aware of any circumstances that may prevent you from fulfilling a contract for the school year? If so, please explain.
