



## Employment Application

Your interest in Heritage Christian Academy is greatly appreciated. Leadership on the part of teachers is essential for Heritage 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

1. Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

Grades or Courses Taught: \_\_\_\_\_

Was it a Christian School? \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

Grades or Courses Taught: \_\_\_\_\_

Was it a Christian School? \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name of School: \_\_\_\_\_ Dates: \_\_\_\_\_

Grades or Courses Taught: \_\_\_\_\_

Was it a Christian School? \_\_\_\_\_ Phone: \_\_\_\_\_

## 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 give the dates and 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? If you have children, what are your academic goals for them?

---

---

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 entirety of the school year, including all teacher in-service meetings, after school events, and parent/teacher conferences? If so, please explain. If there are any of these circumstances, the application will be submitted to the Board for final approval.

---

---

**Answer / respond to the following in your own handwriting.**

In a paragraph or two, describe your personal relationship with and commitment to the Lord Jesus Christ.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

I verify that the above information is true and up to date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date