

HERITAGE CHRISTIAN SCHOOLS

2401 Bernard St.
Bakersfield, CA 93306

871-4545
fax 871-5627

EMPLOYMENT APPLICATION

Your interest in Heritage Christian Schools is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

B. POSITION DESIRED

- () Kitchen () Academy/Junior High Aide () Office Aide
() Coach () Other _____

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the US? Yes ___ No ___

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

C. CHRISTIAN BACKGROUND

***On separate paper, briefly give your Christian testimony** then carefully read our Statement of Faith and indicate your degree of support.

___ I fully support the Statement as written without mental reservations.

___ I support the Statement except for the area(s) listed and explained on a separate paper. These exceptions represent either disagreements or areas for which I have not yet formed an opinion or conviction.

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

What is your highest level of education?

What degree(s)* do you hold?

Degree

Date Received

Issuing Institution

Your Major(s)

Your Minor(s)

List any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally.

Have you had other courses giving specific training for Christian day schools? Give details.

List any conferences or seminars that you have led or participated in recently.

Computer Skills

Please check areas of computer competency

- _____ Word-processing
- _____ Publishing
- _____ Power Point
- _____ Excel

- _____ Grading program
- _____ Internet
- _____ E-mail
- _____ Digital Photography

Describe how your computer skills have evolved over the last 5 years and you utilize them in a classroom setting.

E. PERSONAL PHILOSOPHY

***In the space below or on separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to work at Heritage Christian Schools?
- B. What do you consider to be the proper school-wide atmosphere for learning?
- C. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed?
If so, what was the name or names?

Have you served in the military? Yes ___ No ___. If yes, what type of training or
education did you receive?

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service.

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Give three references who are qualified to speak of your professional training and experience.

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Heritage Christian Schools does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Heritage Christian Schools to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

I. STATEMENT OF FAITH

The whole Bible is the inspired and infallible Word of God, without error in the original writings, and is the supreme and final authority in all matters of faith and conduct. II Peter 1:21; II Timothy 3:16

There is one God eternally existing in three Persons: Father, Son and Holy Spirit. II Corinthians 13:14

Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. John 1:1, 2, 14; Matthew 1:18; Philippians 2:5-8

The Holy Spirit is a person, is God, and is co-equal with the Father and the Son. He convicts the world of sin, righteousness and judgment. He regenerates and indwells the believer. He is his constant guide and teacher, and the enabling power for victorious living and dedicated service. John 15:26; 16:7, 8; Titus 3:5; John 16:13; Acts 1:8

Man was created in the image of God. He sinned, and thereby incurred for himself and the whole human race not only physical death, but also spiritual death which is separation from God. Romans 5:12, 19; Genesis 1:26, 27

We believe and hold that the events recorded and people named in the Genesis account of creation are history; that man is unique, in that he was created in the image of God; that he was created by a special act of God, both biologically and spiritually and not from any previously existing forms of organic life.

The Lord Jesus Christ died for man's sins, according to the Scripture, and all who believe on Him have the forgiveness of sins through His blood. I Corinthians 15:3; Ephesians 1:7

Christ arose bodily from the dead and ascended into heaven, where He is now the believer's High Priest and Advocate. I Corinthians 15:4; Hebrews 7:25

The imminent return of Christ from heaven will be personal and visible, and He will judge the living and the dead. Acts 1:11; John 5:28, 29

An individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. John 1:12, 13; Titus 3:5

The church, instituted by Christ, consists of all true believers. The Great Commission to make disciples of all nations is the supreme mission of the church of this age. I Corinthians 12:12, 13; Matthew 28:19, 20

The ordinances of the Church are water baptism upon personal confession of faith, and the Lord's Supper in remembrance of Christ. They are, however, not to be regarded as means of salvation. I Corinthians 11:23-26; Romans 6:4

A bodily resurrection of both the just and unjust will occur with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers. I Thessalonians 4:13-18; Revelation 20:11-15

The Christian life is devoted to God, conforming to the teachings of the word, and dedicated to the service of Christ. Romans 12:1, 2

J. REFERENCE RELEASE FORM

Applicant's full name: _____

Former employer: _____

Social Security #: _____ Dates employed: _____

The above named applicant is being considered for employment with Heritage Christian Schools and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please return this form to us in the enclosed, self-addressed, stamped envelope. Thank you for your assistance.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's signature: _____ Date: _____

Record of Employment

Position held: _____ Dates employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ____ Yes ____ No

Please rate the following:

	Excellent	Good	Average	Fair	Poor
Job Knowledge					
Accuracy					
Productivity					
Dependability					
Attendance					
Overall Performance					

Comments: _____

Signature: _____ Title: _____ Date: _____