



NON-CERTIFIED APPLICATION FOR EMPLOYMENT

- Administrative Assistant
- Teaching Assistant
- Other

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Heritage Christian Academy is appreciated. We invite you to fill out this 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 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 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.



NON-CERTIFIED
APPLICATION FOR EMPLOYMENT
Heritage Christian Academy

A ministry of  CrossPointe Church
Connect. Grow. Serve.

19527 - 104th Ave. NE
Bothell, WA 98011

Phone 425.485.2585
Fax 425.486.2895
www.hcabothell.org
info@hcabothell.org

1

MISSION STATEMENT

The mission of Heritage Christian Academy is to assist parents and the church in equipping students with a Christ-centered, Bible-based, highly academic education that presents a biblical worldview; enabling them to thrive academically, spiritually, physically, and socially in a manner which glorifies God.

2

APPLICANT INFORMATION

Full Name		Application Date
Home Phone	Cell Phone	Email
Address		Referred By
Desired Position <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Administrative/Clerical <input type="checkbox"/> Other _____		
Days/Times Available	Preferred Grade Level (if applicable) <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Arrowsmith	

3

ACADEMIC BACKGROUND - Please attach post-secondary transcripts

	Name, City, State	Dates Attended	Degree	Major	Honors Received
High School				N/A	
College					
Graduate					
Other					

PROFESSIONAL EXPERIENCE

MOST RECENT WORK EXPERIENCE

Name & Location of Employer	Dates of Employment	Title/Responsibilities
Reason for Leaving	Salary	Supervisor's Name, Title, Phone # May we contact? yes / no

PREVIOUS WORK EXPERIENCE

Name & Location of Employer	Dates of Employment	Title/Responsibilities
Reason for Leaving	Salary	Supervisor's Name, Title, Phone # May we contact? yes / no

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INTERESTS, HOBBIES, AND ACTIVITIES

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OTHER EXPERIENCE WORKING WITH CHILDREN - other than school setting

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Professional Reference #1	Phone, email, address	Occupation
Professional Reference #2	Phone, email, address	Occupation
Personal Reference (who can speak as to your spiritual experience, Christian service, and faith; not a family member)	Phone, email, address	Occupation

Please explain "yes" answers on a separate page. Have you ever:	YES	NO
(A) been dismissed or asked to resign from a position?		
(B) been convicted, pled guilty, or pled no contest to any crime involving child abuse or sexual abuse?		
(C) had a report of child abuse or sexual activities involving a minor filed against you with a school district, Children's Services Division, police agency, or in court?		

- (A) Give a brief testimony about how and when you became a Christian.
- (B) Describe your routine of personal Bible study and prayer.
- (C) What books have you read recently that have helped you spiritually?
- (D) What is your local church affiliation? How long have you been attending? Are you a member?
- (E) In what church activities and ministries are you involved and with what degree of regularity?
- (F) What other Christian service have you done since becoming a Christian?
- (G) Indicate whether you fully agree with and support the Articles of Faith (item #14 attached) without any mental reservations or describe any exceptions (disagree or have not yet formed an opinion or conviction.)
- (H) List or describe any additional doctrines or convictions not a part of the Articles of Faith that we should be aware of.

Employment at Heritage Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Heritage Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Heritage Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's Articles of Faith and Declaration of Moral Integrity.

Heritage Christian Academy (HCA) is a religious, nonprofit organization representing Jesus Christ throughout the local community. HCA requires its employees to be born-again Christians who live their lives as Christian role models (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The HCA Declaration of Moral Integrity states that employees should maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, *but is not limited to*, promiscuity, homosexual behavior, or any other violation of the unique roles of males and females (Romans 1:21-27, 1 Corinthians 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment. It is the goal of Heritage Christian Academy that each employee will have a lifestyle in which He "might have the preeminence" (Colossian 1:18, KJV).

Our school expects all of its employees with unsupervised access to children to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position as an employee at this school, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment, engage in inappropriate sexual conduct. Inappropriate conduct includes, *but is not limited to*, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, and extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use of or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian School.

Applicant's signature

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 (The Message)

"A pupil is not superior to his teacher, but every one (when he is) completely trained – readjusted, restored, set to rights, and perfected – will be like his teacher." Luke 6:40 (Amplified Bible)

1. We believe the Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His blood, in His bodily resurrection, and His ascension to the right hand of the Father.
4. We believe that fallen man is sinful by nature and totally depraved and, of himself, utterly unable to remedy his lost condition.
5. We believe that salvation is by grace alone through faith, apart from works, by the merit of the shed blood of Christ and that the born-again believer is eternally secure in Christ.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe God, in His own time and in His own way, will bring the world to its ultimate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.
8. We believe that the church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no one ecclesiastical group or denomination should be favored by the state more than another. It is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its end. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.
9. We believe that in Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the scriptures, and by the distinct purpose for which the school exists.

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

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Academy to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 may be asked to 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

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

I understand that failure to complete any portion of this application or failure to sign this application will result in the rejection of my application.

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

Applicant signature

Date

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.