



HERITAGE CHRISTIAN SCHOOL

APPLICATION FOR EMPLOYMENT

The mission of Heritage Christian School is to serve Christ by partnering with parents to provide a biblically faithful, academically challenging education.

Applicant type	☐ New Applicant ☐ Former HCS Employee ☐ Current Employee
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Please complete all applicable sections.

1. CONTACT & AVAILABILITY				
Full legal name	Last:	First:	Middle:	Maiden:
Current address				
Phone				
Email				
Are you a US Citizen?	☐ Yes ☐ No If not, are you eligible to work in the US? ☐ Yes ☐ No			
Date of Birth				
Gender	Male ☐ Female ☐			
Marital Status	Married ☐ Single ☐ Widow(er) ☐ Divorced ☐			
Spouse's Name				
Names and Ages of Children				
Date of application				

2. CERTIFICATION		
Do you possess a valid out-of-state teaching certificate?	☐ Yes ☐ No	Please submit a photocopy
Do you possess an ACSI teaching certificate?	☐ Yes ☐ No	Please submit a photocopy
Do you possess a valid Iowa state teaching certificate?	☐ Yes ☐ No	Please submit a photocopy
Number: Date of Issuance: Expiration Date:		
Application submitted to State Department?	☐ Yes ☐ No	Will submit upon Graduation? ☐ Yes
Statement of eligibility received?	☐ Yes ☐ No	
Certification Areas:		
National Teachers Examination Data: Professional Knowledge Score		Specialty Area Score:
If no score available, list exam date:		

2. POSITION			
Position(s) desired for which you are endorsed/able to teach	☐ Pre-K/TK/K ☐ Lower Elementary (1-3) ☐ Upper Elementary (4-5) ☐ Middle School (6-8)	If elementary certified, list area of concentration	
	For grades 6-8, list subject area(s) in order of preference	1. 2.	3.
Preferences	Subject area(s) in which you have a major or minor, but do not have certification.	1. 2.	3.

Heritage Christian School does not discriminate on the basis of age, race, color, disability, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

3. ELIGIBILITY & BACKGROUND

Work authorization	Have you ever been refused an annual, continuing teaching contract or been released/terminated? ☐ Yes ☐ No	If yes, please explain	
	Have you ever had a teaching certificate suspended? ☐ Yes ☐ No	If yes, please explain	
Legal history	Have you ever been convicted or investigated of anything other than a minor traffic offense by civil authorities? ☐ Yes ☐ No	If yes, please explain	

4. EDUCATION & RELEVANT EXPERIENCE

School / Institution	Name and Location	Dates	Major / Area	Degree
High School				
College(s) / University(ies)				
Other – Special Schools, Education and Training				

College extracurricular activities:

List any licenses, certificates, publications, or professional achievements that would assist in assessing your candidacy:

5. EMPLOYMENT HISTORY

Student Teaching Experience – Within the last 2 years (List chronologically and include internships.)

1. Name of School		Position/Grade Level/Subject	
City / State		Dates employed	From To
2. Name of School		Position/Grade Level/Subject	
City / State		Dates employed	From To

Teaching Experience – List chronologically all teaching experience beginning with most recent

1. Name of School			
City / State		Dates employed	From To
Positions Held, Grades/Subjects Taught		Reason for Leaving	
2. Name of School			
City / State		Dates employed	From To
Positions Held, Grades/Subjects Taught		Reason for Leaving	
3. Name of School			
City / State		Dates employed	From To
Positions Held, Grades/Subjects Taught		Reason for Leaving	

4. Name of School			
City / State		Dates employed	From To
Positions Held, Grades/Subjects Taught		Reason for Leaving	

Current Supervisor:

Total Years of Full Time Iowa Experience:

Total Years of All Full Time Experience:

Other Work Experience: List your three most recent work experiences other than teaching, beginning with the most recent.

1. Employer		Position	
City / State / ZIP		Dates employed	From To
Reason for Change		Supervisor	
2. Employer		Position	
City / State / ZIP		Dates employed	From To
Reason for Change		Supervisor	
3. Employer		Position	
City / State / ZIP		Dates employed	From To
Reason for Change		Supervisor	

Other Information:

Have you ever taught English, as a second language, to foreign speaking students? ☐ Yes ☐ No

What foreign languages do you read, speak, or write?

6. CHRISTIAN FAITH & CHURCH INVOLVEMENT

Church you attend:

Denomination:

List Church activities in which you are or have been involved?

Why do you desire to teach at Heritage Christian School?

7. REFERENCES

It is the applicant's responsibility to have the following information provided to HCS in order to be considered for employment:

- Transcripts
- List three work related reference sources on the following page. One reference must include employer, if employed, or last employer if not currently employed.
- Applicants with education work experience must provide recommendations from principals and/or superintendents from all contracted education work experience within the past three years. If experience was not within the past three years, provide reference from last contracted experience.
- Applicants who are beginning teachers registered with a college placement office must include references from their student teaching supervisor(s) and co-operating teacher(s) in the placement file or by listing names below.

Please provide three work-related references who can speak on your behalf regarding the position for which you are applying.

Name	Position / Relationship	Phone	Email

8. STATEMENT OF FAITH

Statement of Faith

To show our continuity with Christians throughout the centuries, we affirm the Biblical Christian faith as summarized in the Apostles' Creed. The main points of this faith are included in the following statement of our faith.

1. We believe that the 66 books of the Bible, in their original manuscripts, are the inspired Word of God. While the central purpose of the Bible is to bring us to salvation, all that the Bible teaches is inerrantly true, including matters of science and history. 2 Timothy 3:16-17, 2 Peter 1:19-21
2. We believe that God is infinite and personal, that He created the world out of nothing, and that He continues to rule over the affairs of men and nations. Genesis 1:1-2, John 1:1-4, Colossians 1:16-17, Psalm 139:13
3. We believe that God is a Trinity, three Persons: Father, Son and Holy Spirit, in one Being, equal in power and glory, yet different in role and function. Genesis 1:26, John 1:1, John 15:26, John 10:30, Matthew 28:19
4. We believe that Jesus Christ, born of a virgin, is fully God and fully man, has two natures in one person, and is like us in all ways except without sin. Matthew 3:16-17, Luke 1:34-35, Philippians 2:5-8, 2 Corinthians 5:21
5. We believe that every human being is created in the image of God and that each human life should be protected and treasured from conception to the grave. Psalm 139:13, Isaiah 44:24, Isaiah 46:4, Exodus 20:13
6. We believe all of mankind, the whole of each person, and every sphere of life was corrupted by Adam and Eve's disobedience to God. Romans 3:23, Romans 5:12
7. We believe that Jesus Christ died on the cross, was buried, rose from the grave, and ascended to the right hand of God, in order to fully pay for all our sins and to inaugurate His saving reign. Christ's salvation and reign begin to restore us from the effects of the Fall. John 2:19, Matthew 28:6, 2 Thessalonians 4:14, Luke 23:46, 52-53, Mark 16:19, Romans 6:23
8. We believe that we are saved and justified by personal faith in Jesus Christ when God draws us to Himself by His Word and Spirit; true saving faith leads to a life of service and gratitude to God as salt and light in the world. John 11:25, Galatians 2:16, Habakkuk 2:4, Romans 1:17, James 2:14-17, Matthew 5:13-16
9. We believe that Jesus Christ will come again, personally and visibly, at the end of history, when the dead will be bodily resurrected; believers to everlasting joy with the Lord; unbelievers to everlasting sorrow. Acts 1:11, Mark 13:26, Matthew 24:33, 36-39, 44, Romans 6:23
10. We believe that all truth, in whatever subject, is God's Truth, received through general revelation, even among unbelievers; nevertheless, unbelief and the secular worldviews have seriously distorted much learning, so that believers must evaluate all we learn in light of Scripture. 1 Corinthians 8:6, Colossians 1:17, Romans 1:19-20
11. We believe marriage as delineated in Scripture has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe God has designed sexual intimacy to occur only between a man and a woman who are married to each other, and His command is that there be no sexual intimacy outside of, or apart from, marriage between a man and a woman. Genesis 2:18-25, 1 Corinthians 6:18, 7:2-5, Hebrews 13:4
12. We believe that each individual is wonderfully created and foreordained by God as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. Genesis 1:26-27, Genesis 2:18-25

9. APPLICANT ACKNOWLEDGMENT & AUTHORIZATION

My signature below indicates my agreement with the school's Mission and Statement of Faith. It also indicates that I have completed this application for employment accurately and truthfully. I understand that misrepresentation of factual information is cause for dismissal should I be employed by HCS.

By my signature, I authorize HCS to ask for and obtain from each former employee or present employer, person, firm, or corporation given as reference any and all information sought in connection with this application. I also authorize any former employer, person, firm, or corporation from whom such information is requested to supply HCS with information concerning me, my work habits, character, skill, and actions in any transaction. I indemnify HCS from any liability which may result from investigation/inquiry. I also understand the school may request a criminal records check and I authorize Heritage Christian School and the local law enforcement agency permission to retrieve and review this information.

I understand that my application will be considered active for twelve months following the date reviewed.

Applicant signature	
Printed name	
Date	

Thank you for your interest in serving at Heritage Christian School.