



Heritage Christian School

"Equipping Children to Serve Christ"

Application for Teaching Position

2000 NW Clay Street | Topeka, KS 66608

785.286.0427 | info@HCStopeka.org



Thank you for your interest in teaching at Heritage Christian School. To be considered for employment at HCS, please complete the following application and either mail hard copies or email materials to the HCS Administrator Janeal Lischke: (janeallischke@hcestopeka.org).

I. PERSONAL INFORMATION

Full Name: _____ SSN# _____

Street Address: _____ DOB: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Marital Status: _____ Spouse's Name: _____

Children's Names & Ages: _____

Date you would be available for employment: _____

Specific position for which you are applying: _____

Are you a U.S. Citizen? ___ Yes ___ No If not, are you legally able to work in the U.S.? ___ Yes ___ No

Have you ever been arrested? ___ Yes ___ No If yes, were you convicted? ___ Yes ___ No

Please provide details of any arrests and / or convictions: _____

II. CHRISTIAN BACKGROUND

Name of Church: _____ Are you a member? ___ Yes ___ No

Are you active in your local church? ___ Yes ___ No If so, in what capacities? _____

STATEMENT OF FAITH

As a Christian school, the following statement of faith expresses the basics of our beliefs:

- 1) We believe the Bible to be the only fully inspired, infallible, inerrant, and authoritative written Word of God (II Timothy 3:16; II Peter 1:21).
- 2) We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; John 10:30, 37-38; Matthew 3:16-17; 28:19).
- 3) We believe in the full deity and full humanity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious, substitutionary atonement through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25;

Colossians 1:14; Acts 1:11; Revelation 19:11, 16).

- 4) We believe that the human race is fallen in Adam and that the salvation of lost and sinful man depends upon the substitutionary death of Jesus Christ and is made effectual by faith alone. Salvation is evidenced by repentance toward God, faith in Jesus Christ, and a growing desire to honor God by obeying His commandments (Romans 3:19, 23; John 3:16, 19; Ephesians 2:8, 9; Titus 3:5, 6; John 4:24).
- 5) We believe in the present ministry of the Holy Spirit, by whose indwelling and filling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19, 20). We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation (John 5:28, 29).
- 6) We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that all disciples are called to attend, worship and serve Him in a local congregation or fellowship that is part of His Body, the Church (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26, 28).
- 7) We believe that man was created in the image of God, and that, from the moment of conception, each human being bears His image (Genesis 1:26, 27; 5:1, 2).
- 8) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27).
- 9) We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:25; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- 10) We believe that any form of sexual immorality (including, without limitation, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God. (Matthew 15:18-20).
- 11) We believe that in order to preserve the function and integrity of the School and to provide a Biblical role model to the families of the School and the community, it is imperative that all persons employed by the School in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith, including these statements on Marriage, Gender and Sexuality. (Matthew 5:26; Philippians 2:14-16; 1 Thessalonians 5:22).
- 12) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).
- 13) We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the School.

Are you in complete agreement with the HCS Statement of Faith. Yes ___ No*

****If not, please describe any exceptions you have to the statement.***

III. EDUCATIONAL BACKGROUND

Please attach copies of all college / university transcripts.

Please list all schools attended, beginning with high school:

School	Dates	Degree	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please describe other academic training or experience you have received relevant to teaching and Christian curriculums: _____

IV. PROFESSIONAL EXPERIENCE

Please list all your teaching experience (including student teaching):

(Please use a separate sheet of paper if necessary)

School	Dates	Grade	Courses
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please describe other professional experience relevant to teaching: _____

Please list all non-teaching positions held in the last ten years:

Employer	Dates	Position	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you interested in and qualified to lead any extra-curricular activities? _____

V. REFERENCES

Please provide two personal references (non-relatives) and two professional references (including at least one former or current supervisor and your pastor):

Name	Position	Phone #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. SUPPLEMENTAL QUESTIONS

On a separate sheet of paper please briefly (one-two paragraphs) provide the following:

1. How did you become a Christian?
2. Why do you wish to teach in a Christian school?
3. What are the main characteristics that distinguish a Christian school from a public school?
4. What do you consider to be the proper classroom atmosphere and mode of discipline for learning?
5. What areas do you feel are your strengths? Weaknesses?
6. Please summarize any additional information that you would like to present regarding your candidacy for this position.

AUTHORIZATION TO RELEASE INFORMATION

I understand that Heritage Christian School 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 the facts set forth in this initial application are true and complete, to the best of my knowledge. I understand that discovery of falsification of any statement or 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 that I will be paid and receive benefits only through the day of release.

I authorize Heritage Christian School to thoroughly investigate records, evaluations, education and other matters related to my suitability for employment.

I authorize references and my former employers to release 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 Heritage Christian School, my former employers, references, and all other parties from any and all claims, demands, or disabilities 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 Heritage Christian School.

Since I will be working with children, I authorize Heritage Christian School to conduct a criminal records check.

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.

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Applicant's Date of Birth

Date