



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;

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: _____

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