

**HERITAGE CHRISTIAN SCHOOL**  
**1679 SE Enterprise Circle, Hillsboro, OR 97123 (503) 640-1027**

**INITIAL TEACHER APPLICATION**

Date Received: \_\_\_\_\_

**A. PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: ( ) \_\_\_\_\_ (Days) \_\_\_\_\_ (Eves.) \_\_\_\_\_

Email: \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Social Security #: \_\_\_\_\_

Can you submit verification of your legal right to work in the U.S.?  Yes  No

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone Number if different than information listed above: \_\_\_\_\_

\*On a separate sheet of paper, please list any additional addresses where you have resided at any time during the past 5 years

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness and subsequent rehabilitation will be considered.

	Yes	No
Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?		
Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?		
Have you ever been charged in <i>civil</i> or <i>criminal</i> proceedings with improprieties regarding children?		
Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceeding without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?		
Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?		

**B. POSITION INFORMATION**

Position Desired: \_\_\_\_\_  Full time  Part time  Substitute

Date Available: \_\_\_\_\_

Please indicate grade level preference (1<sup>st</sup> choice, 2<sup>nd</sup> choice, 3<sup>rd</sup> choice)

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12

1. Subject Preference: \_\_\_\_\_  
1<sup>st</sup> choice 2<sup>nd</sup> choice 3<sup>rd</sup> choice
2. How did you learn about the position for which you are applying? \_\_\_\_\_
3. Please list any activities that you would be capable and/or be willing to direct, sponsor, advise or coach.  
 \_\_\_\_\_  
 \_\_\_\_\_
4. What would you like to be doing five years from now? \_\_\_\_\_

### C. EDUCATIONAL WORK EXPERIENCE

Please list your educational work experience with most recent first.

Date (Mo/Yr)	Name of School	Address	Position, Grade or Subjects Taught	Months/Years of Service

- Total educational work experience in years: \_\_\_\_\_
- Do you have an ACSI Teaching Certificate?  Yes  No what level? \_\_\_\_\_ Remains valid for \_\_\_ yrs
- Do you have a state teaching certificate?  Yes  No what kind? \_\_\_\_\_ Remains valid for \_\_\_ yrs
- If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_
- Have you had a course in the Philosophy of Christian Education?  Yes  No If so, where and when? \_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise?  Yes  No

(ATTACH COPY OF CURRENT RESUME)

### D. OTHER WORK EXPERIENCE

Please list non-teaching employment experience.

Date (To-From)	Employer	Address	Position	Reason for leaving

- Describe any special skills and abilities that you have gained from your employment listed above: \_\_\_\_\_  
\_\_\_\_\_

### E. ACADEMIC PREPARATION

Please list your formal academic training.

Dates Attended (To-From)	Name of School (Location-City/State)	Date of Graduation	Degree Earned	Major	Minor	Cumulative GPA

- List any special training you have received (i.e. CPR, First aid, Second Language, Computer Skills, Music, Bible)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. CHRISTIAN BACKGROUND** (Use separate sheet if additional space is needed).

1. In your own handwriting on separate paper briefly give your Christian testimony.
2. Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?  Yes  No Signature: \_\_\_\_\_
3. Please carefully read our Statement of Faith and indicate below your degree of support.  
 I fully support the Statement as written without mental reservations. Signature: \_\_\_\_\_  
 I support the Statement except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements of items for which I have not yet formed and opinion or conviction. Signature: \_\_\_\_\_

**Church Service**

1. Denominational Preference? \_\_\_\_\_
2. What is your local church affiliation? \_\_\_\_\_
3. Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_
4. In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_
5. What other Christian service have you done since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_
6. What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_  
\_\_\_\_\_
7. To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? \_\_\_\_\_  
\_\_\_\_\_

**Devotional Life:**

1. Describe your routine of personal Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_
2. What books have you read recently that have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

**G. REFERENCES**

**SPIRITUAL** – A spiritual leader who knows you well:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PASTORAL** - Pastor of the church you are now attending:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROFESSIONAL** – Someone who has supervised your work, preferably in education – list most recent first.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Position: \_\_\_\_\_

**FRIEND** – A person who has known you for a number of years (not a relative)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **H. PERSONAL PHILOSOPHY**

On separate piece of paper, please label and succinctly answer in one or two paragraphs each question below.

1. Why do you wish to teach in a Christian school?
2. In your own words, please define your understanding of a Classical Christian Education?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline? Your attitude toward physical punishment?
5. What area do you feel are your strengths? Weaknesses?
6. How would you handle a student's question if you knew that it was theologically controversial and the family held to a different viewpoint than your own?
7. Please summarize any additional information you would like to present in order to be considered for a position at Heritage Christian School.

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## **CERTIFICATION AND AGREEMENT**

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 qualified 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 or 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 School** 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 preparations 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 **Heritage Christian 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 **Heritage Christian 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 necessary for such an investigation. I authorize **Heritage Christian 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 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.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **PURPOSE STATEMENT**

Heritage Christian School provides an opportunity for students to become spiritually and intellectually disciplined, transformed by God and prepared to impact their world for Christ.

### **STATEMENT OF FAITH**

Adopted by the Board of Trustees  
September 17, 1998

#### **God**

We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

#### **Jesus Christ**

We believe in the deity of Jesus Christ (John 1:1, 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, 20:27-28, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory. (Acts 1:11, Revelation 19:11)

#### **The Holy Spirit**

We believe in the present ministry of the Holy Spirit whose indwelling presence in the Christian enables godly living. (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)

#### **The Bible**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. We believe the Bible to be the final authority for faith and practice. (2 Timothy 3:16-17, 2 Peter 1:21)

#### **Nature of Man**

We believe the Biblical account of creation and we believe that God created all things that exist. Man was created to enjoy fellowship with God, but because of original sin, mankind is separated from God. (Genesis 1-2, Psalm 33:6-9, Psalm 104, Psalm 148:4-5, John 1:1-3, Colossians 1:16)

#### **Salvation**

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; man is justified on the single ground of faith in the shed blood of Jesus Christ; we are saved only by God's grace and through faith in Christ as Lord. (John 3:16-19, 5:24, 14:6, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)

#### **Resurrection**

We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of everlasting life and they that are lost unto the resurrection of everlasting damnation. (Matthew 24:46, John 5:28-29)

#### **Spiritual Unity**

We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17:23, 1 Corinthians 12:12-13, Galatians 3:26-28)