

Employment Application



HEART
CHRISTIAN ACADEMY

Thank you for your interest in employment with Heart Christian Academy. In addition to the information requested in this form, feel free to submit an updated resumé. All forms can be delivered to the office, sent to the mailing address in the footer or scanned and emailed to director@heartchristianacademy.org.

Application Date: _____

Personal Information

Applicant's Full Name

Street Address

Home Phone

Cell Phone

City

Zip

Email

Who referred you to Heart Christian Academy?

What position(s) are you applying for?

Faith Background

Name of home church

Are you a member?

Describe your church attendance
(*regular, occasional, infrequent*)

How long have you attended this church?

If less than 2 years, name of prior church

If less than 2 years, reason for leaving prior church

Please list ministries in which you are currently involved:

References Please list three personal, professional or pastoral references we may contact

Name of Reference, Relationship to You	Phone Number	Email Address

Employment Application



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Faith Background You may continue lengthy answers in an attachment

When did you accept Jesus as your Lord and Savior? Share your testimony

Education You may continue lengthy answers in an attachment

List schools attended (high school, college, trade school, etc.) and any degrees or certificates attained:

Employment Application



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Work Experience You may continue lengthy answers in an attachment

Describe your experience in the field of work for which you are applying. Teachers please include all public, private, home school or church-based teaching. Office staff, aides, and special activities coordinators please outline your background in this type of work:

Computer Expertise You may continue lengthy answers in an attachment

Please describe both your strengths and weaknesses in the use of: Apple computers and their programs (Pages, Numbers, iPhoto, etc.), PC's and their programs (Word, Excel, Powerpoint), email programs, web browsing or any other industry specific software:



Statement of Beliefs and Conduct

Heart Christian Academy (HCA) does not discriminate on the basis of race, color, national origin, gender, physical or mental disability, marital status, age, medical conditions, pregnancy or veteran status in the hiring and employment of its personnel. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. HCA does reserve the right given to religious organizations under Title VII of the Civil Rights Act of 1964 to hire individuals who share the religious views of our organization. The following statements describing our organization should reflect our employees' personal beliefs and conduct as well. A person who cannot in good faith sign their agreement with these statements should not apply for employment.

Beliefs Statement

We believe there is only one God who eternally exists in three persons: the Father, the Son (Jesus Christ) and the Holy Spirit. Man is sinful and therefore separated from God, who alone is holy and perfect. Jesus Christ paid the penalty for our sin through His death on the cross. Jesus also bodily resurrected, ascended into heaven and will return one day to establish His Kingdom. Our salvation from eternal separation from God comes through faith in Jesus Christ and His provision of salvation. This salvation allows us to enter into God's family and receive eternal life. The Bible, comprised of the Old and New Testaments alone, is the inerrant and authoritative Word of God and is the supreme source of truth for the Christian faith and life. A Christian lifestyle should reflect biblically appropriate personal and family relationships, business and legal conduct, and moral behavior in accordance with the truths outlined above. Marriage is defined by the Bible as a union between one man and one woman and is the only relational context in which sexual activity is appropriate. A person's gender identity is fixed by God at conception and is determined by biology and not by one's self-perception.

Mission Statement

Our mission is to build an educational system which fosters both spiritual growth and academic excellence. We desire to come alongside parents in their effort to disciple and educate their children at home. Our parents and staff work together to choose a distinctive curriculum, rich in both Christian worldview and solid scholastic emphasis. We hope to inspire students to become godly leaders in their home, church, community and work place.

You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise. - Deuteronomy 11:19

Declaration of Christian Conduct

HCA expects its employees to model the same Christian values and lifestyle that it seeks to inculcate in its students. Your signature below indicates your agreement with the following in both belief and practice:

Conduct not in line with our Statement of Beliefs or of an unbiblical, illegal, immoral or unethical nature at any time during employment with HCA are grounds for dismissal.

Printed Name

Signature

Date

Employment Application



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Consent for Background Check

For the safety of our enrolled families, Heart Christian Academy performs electronic background checks on its candidates for employment.

This National Criminal Background Check includes county court and sex offender registries; state Administrative Office of Courts, Department of Correction, Department of Public Safety, federal Office of Foreign Asset Control/Terrorist Database (OFAC), FBI Most Wanted, US Marshals, DEA, ATF, US Secret Service and America's Most Wanted records revealing felony, misdemeanor, sex offender, inmate, probation, and other state and county criminal offense records nationwide.

California law requires the notification of potential employees before a background check is performed and that the results be made available to the potential employee.

Providing the information and signature below constitute your consent to proceed with the background check.

_____	_____	_____
First Name	Middle Name	Last Name
_____	_____	_____
Social Security Number	Date of Birth	Email Address

Signature		