



HERITAGE CHRISTIAN SCHOOL
5412 67th Ave. W., University Place WA 98467
Phone: (253) 564-6276 Fax: (253) 460-1695
Web: www.heritagecs.net

CERTIFICATED EMPLOYMENT APPLICATION

Date of Application: _____

Name: _____

Address: _____ City _____ Zip _____

Phone: _____ E-mail address: _____

Position you are applying for: _____

PERSONAL INFORMATION

Have you ever been dismissed from a teaching position? Y N

Have you been asked to resign from a teaching position? Y N

Have you been refused continuing employment as a teacher? Y N

Have you had a teaching license revoked? Y N

Have you been convicted, pled guilty, or pled nolo contendere to a felony? Y N

Have you been convicted, pled guilty, or pled nolo contendere to a crime?
involving child abuse or sexual abuse? Y N

Have you had a report of child abuse or sexual activities involving K-12 student
or minor filed against you with a school district, Children Services Division, a
police agency, or in court? Y N

Do you use controlled substance in any form? Y N

Do you need special accommodations to perform the job you are applying for? Y N

If yes to any of these, please explain: _____

CHURCH INFORMATION

Church Affiliation: _____ Member Y N

Do You believe the Bible to be the inspired and infallible Word of God? Y N

CONDITION OF EMPLOYMENT

If employed, do you agree to abide by the Conditions of Employment? Y N

Do you agree with and will support the HCS Statement of Faith? Y N

EDUCATIONAL BACKGROUND (Please attach photocopies of all post-high school transcripts).

| Type | Name of School | Dates Attended | Degree & Date | Certificate |
|-------------|----------------|----------------|---------------|-------------|
| High School | | | | |
| College | | | | |
| | | | | |
| | | | | |

TEACHING EXPERIENCE

| School | City, State, Phone Number | From/To | Primary Duties |
|--------|---------------------------|---------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Type of Certificate: _____ State: _____

If not certified, please explain: _____

EMPLOYMENT DATA

Please list all non-teaching employment for the last 10 years beginning with the most recent position held.

| Company | City, State, Phone Number | From/To | Reason For Leaving |
|---------|---------------------------|---------|--------------------|
| | | | |
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PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Please use a separate piece of paper to answer the following questions

Give your Christian testimony including your personal relationship to Jesus Christ and His leading in your life. Please provide Scripture in your answer.

Why do you want to teach at a HCS?

How would your teaching at HCS differ from your teaching at a public school?

What standards of discipline would you expect in your classroom and how would you reinforce these standards?

Describe how you will develop good communication with parents?

REFERENCES (Please provide references that can address your personal and professional qualifications)

Include one each from the following: 1) A supervisor at your most recent place of employment, 2) Your minister, 3) A co-worker, 4) Parent of a student, 5) New graduates should include a professor reference.

| Name | Phone # | Years Known | Relationship to you |
|------|---------|-------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I CERTIFY that the answers provided by me herein including, but not limited to, all other files and documents related to my education and past employment are true and correct to the best of my knowledge and belief under penalty and perjury of law. I hereby authorize HERITAGE CHRISTIAN SCHOOL to verify any and all information related to my application and to inquire about my personal and professional experiences from former employers and others. I release Heritage Christian School, it's officers, agents, employees, and all those who disclose information to Heritage Christian School, from any liability in connection with gathering information. I agree with the Statement of Faith of Heritage Christian School.

I agree that this application is not a contract or promise or guarantee of employment. If employed, I acknowledge and agree that such employment shall be "at will" and I may be discharged at any time, with or without cause, unless otherwise provided by an express contract of employment signed by me and Heritage Christian School. I also agree, if employed, to abide by all contract stipulations, the HCS staff handbook , and all HCS policies.

Signature: _____ Date: _____

HERITAGE CHRISTIAN SCHOOL seeks employees on the basis of position qualifications and on the basis of Christian beliefs. HERITAGE CHRISTIAN SCHOOL'S right to use religion as a criterion for employment is established by the First Amendment of the Constitution of the United States, the Constitution of the State of Washington, and federal and state statutes. ALL RIGHTS RESERVED.



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AUTHORIZATION OF RELEASE OF INFORMATION

To Whom It May Concern:

I, _____ have applied for employment at Heritage Christian School. I authorize the school to investigate references, work records, evaluations, education, and other matters related to my suitability for employment. I understand the investigation may include criminal background checks with (but not limited to) the FBI and the Washington State Patrol.

I authorize references, employers, and applicable agencies to disclose to Heritage Christian School 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, 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 agree that a photocopy or facsimile copy of this document and signature shall be considered as the original signed release on file. I waive any right I might have to inspect the references provided on my behalf.

I certify that I have carefully read and do accept the above statements.

Full First Name: _____

Full Middle Name: _____

Full Last Name: _____

Maiden Name/Alias: _____

Social Security Number: _____ DOB: ____/____/____

Driver's License Number*: _____ State: _____

Signature: _____ Date: ____/____/____

*Required for Washington State Patrol purposes only.

EQUAL OPPORTUNITY EMPLOYER: Heritage does not discriminate on the basis of race, sex, color, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1 (a)) HERITAGE CHRISTIAN SCHOOL (as a faith based organization) has the right to, and does hire only candidates who agree with HERITAGE CHRISTIAN SCHOOLS' Statement of Faith.