



**HERITAGE CHRISTIAN SCHOOL**  
5412 67<sup>th</sup> Ave. W., University Place WA 98467  
Phone: (253) 564-6276 Fax: (253) 460-1695  
Web: [www.heritagecs.net](http://www.heritagecs.net)

**CERTIFICATED ADMINISTRATION 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 an education position?  Y  N

Have you been asked to resign from an education 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 a student or a 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 you support the HCS Statement of Faith?  Y  N

**EDUCATIONAL BACKGROUND** (Please attach photocopies of all post-high school transcripts. Transcripts may be submitted separately from application.)

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

**TEACHING/ADMINISTRATION 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

**PLEASE RESPOND IN WRITING TO THE FOLLOWING QUESTIONS:**

*Please use a separate piece of paper to answer the following questions. (We are not interested in what AI has to say about the following items. We want your thoughts, in your own words.)*

1. Give your Christian testimony including your personal relationship to Jesus Christ and His leading in your life. Indicate how God is using you in your work, in your church, and in your community. Please provide Scripture in your answer.
2. How has your relationship with Jesus Christ shaped your career and influenced your decision to apply for this position?
3. Describe your experience with Christian education, both personally and professionally. How would you define the marks of educational excellence in a Christian school?
4. What standards of discipline would you expect in the school and how would you reinforce these standards?
5. Describe your leadership style.
6. Describe how you will develop good relationships with staff, students, and 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, its 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.

## QUESTIONNAIRE FOR PRINCIPAL CANDIDATES

Use a separate piece of paper to provide your thoughts on the following topics, 2-7 sentences per topic. (We are not interested in what AI has to say about the following items. We want your thoughts, in your own words.)

I. Personal Convictions—Explain your own beliefs about the following:

1. Inspiration of the Bible
2. Predestination
3. Evolution
4. The Ten Commandments
5. Free Will
6. Baptism
7. Separation from the World
8. Marriage
9. Gender

II. The Westminster Confession of Faith

1. Have you carefully read the Westminster Confession of Faith?
2. Please indicate any areas of that Confession that you find difficult to understand and/or accept.

III. Evangelism

1. Explain what “evangelism” is.
2. Describe briefly the way in which you would seek to evangelize a child

IV. Classroom Considerations—Explain your personal convictions about the following:

1. Classroom Atmosphere (noise level, arrangement, structure, etc.)
2. Homework
3. Grading
4. Contacting Parents
5. Treatment of Students
6. Following a Pre-established Curriculum
7. Observing/Evaluating Teachers

V. Select one subject area and explain how you would teach it from a distinctively Christian perspective.



**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 and background check 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.

## Statement of Faith

### Heritage Christian School

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The following statement expresses the doctrinal standards of Heritage Christian School:

We believe in the historic Christian faith which includes these truths, among others equally precious:

- ◆ the full truthfulness, inerrancy and the authority of the Bible which is the Word of God;
- ◆ the holiness and the love of the one sovereign God, Father, Son and Holy Spirit;
- ◆ the true deity and sinless humanity of our Lord Jesus Christ; His virgin birth; His atoning death, "the just for the unjust;" His bodily resurrection; His glorious coming again;
- ◆ salvation by grace through faith alone;
- ◆ the oneness in Christ of those He has redeemed with His own precious blood.

We believe that the Westminster Confession of Faith, together with the Larger and Shorter Catechisms, is a satisfactory exposition of the system of doctrine taught in the Holy Scripture.

(Heritage Christian School By-Laws)

Please sign that you have read and agree with the statement of faith: \_\_\_\_\_

A ministry of the Tacoma Bible Presbyterian Church