

Hillcrest Christian School  
dba **HERITAGE CHRISTIAN SCHOOL**  
17531 Rinaldi Street Granada Hills, CA 91344 818-368-7071

**ELEMENTARY SCHOOL  
TEACHER EMPLOYMENT APPLICATION**

Your interest in Heritage Christian School is appreciated. We invite you to complete and return this application to our school office as soon as possible. We consider applicants for all positions without regard to race, color, gender, ancestry, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap. The school requires that all employees be practicing Christians and active members of an evangelical Christian Church. Because we realize that the key to a successful school is its staff, Heritage Christian School seeks teacher applicants who are professionally qualified, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

As background, Hillcrest Christian School was incorporated in 1996 as a California nonprofit religious corporation and remains as the formal legal entity. We now have three separate locations doing business as Heritage Christian School.

Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**I. PERSONAL INFORMATION**

Full Name \_\_\_\_\_

Current Address \_\_\_\_\_  
Street City State Zip

Mailing address (if different) \_\_\_\_\_

Permanent address (if different) \_\_\_\_\_

Email address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Other \_\_\_\_\_

Are you able with or without reasonable accommodation to perform any and all job functions for the position applied for?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Why do you wish to make a change from your last position? \_\_\_\_\_

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_ (Proof of eligibility is required after hire)

**II. POSITION DESIRED**

Applying for what position \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Substitute \_\_\_\_\_

Date available \_\_\_\_\_ Have you applied to Heritage Christian School before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when? \_\_\_\_\_

Who referred you to Heritage Christian School? \_\_\_\_\_ What salary would you expect? \_\_\_\_\_

**III. EDUCATIONAL INFORMATION**

List the educational institutions that you attended beyond high school and the degree(s) you currently hold. It is requested that you provide copies of transcripts from all colleges attended, copies of state credentials, and/or ACSI certificates along with this application. If you are unable to provide these with your application, it will be necessary to bring the items if and when an interview is scheduled.

<u>Degree</u> (BA, BS, MA, etc.)	<u>Major</u>	<u>Date</u> <u>Received</u>	<u>Issuing</u> <u>Institution</u>

Do you have a valid state teaching credential? \_\_\_\_\_ What state? \_\_\_\_\_  
For what grade levels? \_\_\_\_\_ What kind? \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ Expiration Date \_\_\_\_\_ If not, are you interested in obtaining one? \_\_\_\_\_

Have you passed the CBEST? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please give date \_\_\_\_\_

List and describe any education courses or seminars (outside your credential program) which you have attended.  
\_\_\_\_\_  
\_\_\_\_\_

List any other educational experiences you have had, including travel opportunities.  
\_\_\_\_\_  
\_\_\_\_\_

**IV. TEACHING EXPERIENCE**

List all your teaching experience (including student teaching) beginning with your most recent position. Use additional paper if necessary.

<u>Location</u>	<u>Grade Levels &amp;</u> <u>Subjects Taught</u>	<u>Dates of Employment</u>

List, in order of preference, the grades you are most qualified to teach. \_\_\_\_\_

**V. OTHER EMPLOYMENT**

List all previous positions of employment.

<u>Employer</u>	<u>Position or Duties</u>	<u>Dates of Employment</u>

Please account for any gaps in employment in excess of six months. Do not include leave or time off due to illness or medical treatment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



2. TEACHING SUPERVISOR or COLLEGE PROFESSOR: \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of organization/college or school \_\_\_\_\_

Complete Address \_\_\_\_\_

Street City State Zip

Email address \_\_\_\_\_

3. FORMER EMPLOYER \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of organization \_\_\_\_\_

Complete Address \_\_\_\_\_

Street City State Zip

Email address \_\_\_\_\_

4. CO-WORKER \_\_\_\_\_ Phone Number \_\_\_\_\_

Complete Address \_\_\_\_\_

Street City State Zip

Email address \_\_\_\_\_

Is there any problem with contacting these references now? If yes, please explain \_\_\_\_\_

**IX. CHRISTIAN BACKGROUND**

Briefly state how you came to accept Jesus Christ as your personal Lord and Savior. Indicate the number of years you have been a Christian.

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

What church are you presently attending? \_\_\_\_\_

Denomination \_\_\_\_\_ Pastor's Name \_\_\_\_\_

In what areas are you currently involved in your church besides attendance in a weekly worship service?

Do you feel that you will be able to lead a student to Christ? \_\_\_\_\_

Explain \_\_\_\_\_

## **X. STATEMENT OF FAITH**

This is a statement of faith of Heritage Christian School. If you strongly hold to certain doctrines that are not on this statement, please list and describe those items on a separate sheet of paper and attach it to this application.

### Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of eternal life and those that are lost to the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of all believers.

## **XI. CHRISTIAN LIFESTYLE COMMITMENT**

Heritage Christian School requires every employee accept and follow a lifestyle commitment based upon Biblical principles. As a Christian School representing Jesus Christ in our community, we require employees to be born-again Christians and to live their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). Employees must conduct themselves both on and off the job in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. Moral misconduct as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models.

In connection with this lifestyle commitment, please answer, by circling the correct response, each of the following questions. All questions must be answered. Please be truthful and candid. Your answer to any of these questions does not necessarily disqualify you from employment at Heritage Christian School.

- YES NO 1. Are you currently in a sexual relationship with someone with whom you are not married? (I Corinthians 6:18-20) If yes, please explain on a separate page.
- YES NO 2. Are you currently living in a homosexual or bisexual lifestyle? (Romans 1:21-32) If yes, please explain on a separate page.
- YES NO 3. Do you use tobacco? (I Corinthians 3:16-18) If yes, please explain on a separate page.
- YES NO 4. Are you using illegal drugs? (I Corinthians 3:16-18) If yes, please explain on a separate page.
- YES NO 5. Do you use alcohol? (I Corinthians 3:16-18) If yes, please explain on a separate page.

Note: Heritage Christian School maintains the right to test its employees for the presence of controlled substances and alcohol.

## **XII. SECURITY SECTION**

Recognizing God's love and concern for children, HERITAGE CHRISTIAN SCHOOL has adopted a policy of screening all applicants for employment. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Your answer to any of these questions does not necessarily disqualify you from employment at Heritage Christian School.

Please answer, by circling the correct response, each of the following questions. Attach additional pages for explanation.

- YES NO 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor Traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence of disposition and any other relevant information. If yes, please explain on a separate page.
- YES NO 2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Heritage to consider. If yes, please explain on a separate page.
- YES NO 3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Heritage to consider. If yes, please explain on a separate page.

### **Acknowledgment**

I understand and agree that it is critical to the mission and ministry of HERITAGE CHRISTIAN SCHOOL that all employees conform to the highest standards of safety, interpersonal conduct and morality. I affirm that if hired, I will strictly comply with HERITAGE CHRISTIAN SCHOOL'S policies and procedures, including those concerning child safety and protection. I understand and agree that failure by me to abide by such policies and procedures may result in immediate dismissal, or disciplinary action, all at the discretion of the school.

I understand that if my application for employment is accepted I will be required to sign a Notice and Acknowledgment of Mandatory Reporting of Suspected Child Abuse form as required by California Penal Code §11166 and will further be required to comply with the child protection policy of HERITAGE CHRISTIAN SCHOOL as detailed in the Child Abuse Prevention, Recognition and Reporting Manual which will be provided to me before beginning my employment.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

### **Applicant's Authorization**

I understand that as part of this Application a completed **CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION** form must be submitted by me. This Consent authorizes HERITAGE CHRISTIAN SCHOOL, or its agents, to conduct a background investigation of me and the information provided in this application. I further acknowledge and understand that this investigation may include a **Criminal Background Check** and a **Megan's Law Background Check** and that I may be required to provide fingerprints and a photograph for this purpose.

### **Release**

In consideration of the receipt and evaluation of this Application by HERITAGE CHRISTIAN SCHOOL, I hereby release HERITAGE CHRISTIAN SCHOOL and any individual, school, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind or nature which may at any time result from the investigation of my background or the release of information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

**Applicant's Certification**

I certify that the information contained in this application and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation of material omission may result in my failure to receive an offer of employment or, if I am hired, in my dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**HILLCREST CHRISTIAN SCHOOL  
dba HERITAGE CHRISTIAN SCHOOL**

**CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION**

Applicant: \_\_\_\_\_  Employment  Volunteer

**TO WHOM IT MAY CONCERN:**

The undersigned, having made Application for Employment or Volunteer Service at Heritage Christian School, Granada Hills, California, desires the School to be fully informed as to my background and character. In this connection, I acknowledge that an investigation, which may include a Criminal Background Check and Megan's Law Background Check, may be conducted. I hereby authorize Heritage Christian School, or its employees and agents, to contact any person, entity, or agency disclosed in this Application, or as may be disclosed in the course of the investigation for the purpose of verifying and investigating my background and fitness for employment or youth volunteer service at the School. I understand a photograph and/or fingerprints may be required for this purpose. I hereby authorize any persons, references, employees, schools, Churches, or organizations with whom I have had contact to release to Heritage Christian School and its agents and employees any information they may have regarding my record, character, and fitness for employment or volunteer service.

I further understand that Heritage Christian School may, in its discretion, engage a commercial investigative service (Reporting Agency) for the purpose of verifying the information in my Application and conducting the background investigation. In the event a Reporting Agency will be so engaged, its identity is disclosed below.

In connection with the investigation of my background, I understand that a Consumer Report or Investigative Consumer Report, as defined by the Fair Credit Reporting Act may be requested by the Reporting Agency identified below.

The Consumer Report may include information from public records including, but not limited to, Social Security number, motor vehicle operation history, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. The Investigative Consumer Report may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with persons who have knowledge concerning such items of information.

In the event this Consent and Authorization is used in connection with an Employment Application, I understand that I may request a complete and accurate disclosure of the nature and scope of the background investigation; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. Further, I understand that in the event employment is denied because of information contained in a Consumer Report or Investigative Consumer Report, I will be so advised in writing and will be provided with other information concerning my consumer rights, including the right to obtain a copy of the Report from the reporting agency.

I further understand that whether I am applying for employment or volunteer service, any Consumer Report or Investigative Consumer Report requested will be used strictly for permissible purposes as defined under the Fair Credit Reporting Act.

A photographic or faxed copy of this Consent and Authorization to Obtain Information shall be as valid as the original.



I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, ADMINISTRATOR, CHURCH, SCHOOL, LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, CREDIT BUREAU, COLLECTION AGENCY, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER, AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION) OR ANY OTHER INFORMATION REQUESTED BY REPORTING AGENCY.

\_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Parent or Guardian if Applicant is a Minor