

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

PRE-SCHOOL 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 _____
(Director, Teacher, Aide, Office Assistant)

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) or certificates/permits you currently hold. It is requested that you provide copies of transcripts from all colleges attended, copies of state credentials, and/or certificates/permits 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>Issuing Institution</u>	<u>Degrees, Certificates, Permits</u>	<u>Date Received</u>
----------------------------	---------------------------------------	----------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Director

Do you have: 15 units of Early Childhood Education?_____ 4 Years Experience?_____

Child Development Site Supervisor or Program Director Permit?_____

Teacher

Do you have: 12 Units of Early Childhood Education?_____

Child Development Associate Teacher Permit?_____

Child Development Teacher Permit?_____

Child Development Master Teacher Permit?_____

Number of Units of Early Childhood Education? _____

Currently enrolled in _____ semester units _____ at _____
(number)

Other: _____

IV. PRE-SCHOOL EXPERIENCE

List all your pre-school experience beginning with your most recent position. Continue on the back if necessary.

<u>Name/Location</u>	<u>Area of Experience</u>	<u>Dates of Employment</u>

List, in order of preference, what age children you prefer to work with. _____

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.

Complete Address _____
Street City State Zip
3

4. CO-WORKER _____ Phone Number _____

Complete Address _____
Street City State Zip

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 _____

