

HCA STAFF APPLICATION

Date Of Application: _____ Date Available For Employment: _____

BIOGRAPHICAL INFORMATION

Name _____
Last First Middle Preferred Name

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Email Address _____ Date of Birth: _____

Marital Status: _____ Number of Children and Ages (if applicable): _____

In what specific areas of employment are you interested?

____ Office Staff ____ Transportation ____ Facilities ____ After School Care ____ Other

How did you become aware of this position? _____

Are you lawfully authorized to work in the United States? ☐ Yes ☐ No

Have you applied to work here before? ☐ Yes ☐ No

State briefly why you would like to work at HCA:

EDUCATION

Include a copy of all post high school transcripts if applying for a certified position

	Name Of School	City, State	Degree
High School			
College			

Bachelor's Degree

Major/Minor	Name of School	Dates	GPA

Graduate School

Major	Name Of School	Dates	GPA



Post-Graduate Work

Major	Name Of School	Dates	GPA

EDUCATION (continued)

Are you planning to pursue further education? ☐ Yes ☐ No If "yes," in what way?

List other specific training that you have received.

Course	Where	When

CERTIFICATION EXPERIENCE

List experience starting with your present or most recent position

From	To	Name of School	Phone
Address (city, state, zip)			
Supervisor		Phone Number	
Reason For Leaving			

From	To	Name of School	Phone
Address (city, state, zip)			
Supervisor		Phone Number	
Reason For Leaving			

NON-CERTIFICATION WORK EXPERIENCE

List experience starting with your present or most recent position

From	To	Name of Company	Phone
Address (city, state, zip)		Supervisor	Position
Describe Job Responsibilities			
Reason For Leaving			

Heritage is just off Exit 1 on Interstate 459, less than a mile from Bent Brook Golf Course
6200 Lou George Loop // Birmingham, AL // 35022

From	To	Name of Company	Phone
Address (city, state, zip)		Supervisor	Position
Describe Job Responsibilities			
Reason For Leaving			

May we contact all the employers listed above? ☐ Yes ☐ No

If not, indicate which one(s) you do not wish us to contact and why.

Were you ever dismissed, suspended, or fired from employment? ☐ Yes ☐ No

If yes, explain.

SPIRITUAL LIFE

Are you a Christian? ☐ Yes ☐ No

The church you attend _____ Are you a member? ☐ Yes ☐ No

How would you describe your involvement in your church?

Pastor's Name _____ Contact Number _____

Pastoral Reference Form Contact Name _____ Email Address _____

*A pastoral reference form will be sent to the name listed above. This can be your pastor, elder, or someone in leadership at your local church. This is to be completed each year in order to continue employment at Heritage Christian Academy.

Explain who Jesus Christ is.

Explain the gospel.



What experiences have you had that would allow you to spiritually speak into the life of a student?

Would you feel comfortable leading a child to Christ? How would you go about doing this?

PERSONAL

The mission of Heritage Christian Academy is to assist Christian parents in their responsibility to equip students for life through academics and service to Christ. We are seeking teachers who are passionately committed to this mission. How will you help us accomplish our mission?

Have you ever been convicted of any crime (felony or misdemeanor)? ☐ Yes ☐ No

Have you ever plead guilty or no contest to a criminal charge? ☐ Yes ☐ No

(Please provide an explanation for any “yes” answers.)

PROFESSIONAL REFERENCES

Please send a copy of the Professional Recommendation form to each professional reference.

Name and Occupation	Address	Phone
Capacity In Which They Know You		

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Name and Occupation	Address	Phone
Capacity In Which They Know You		

CHARACTER REFERENCES

Name and Occupation	Address	Phone
Capacity In Which They Know You		

Name and Occupation	Address	Phone
Capacity In Which They Know You		

Name and Occupation	Address	Phone
Capacity In Which They Know You		

HERITAGE CHRISTIAN ACADEMY STATEMENT OF FAITH:

- We believe the Bible to be inspired by God, the only inerrant, infallible, and authoritative Word of God and the sole basis for faith and practice.
- We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood on the cross, His bodily resurrection, His ascension to the right hand of the Father, His personal return in power and glory.
- We believe that salvation is the gift of God through faith in Jesus Christ, neither deserved nor earned but freely given to anyone who will turn from one's sin and call upon Jesus Christ to be his or her Savior.
- We believe it is the responsibility of every Christian to share the good news of Jesus Christ to unbelievers through the power of the Holy Spirit.

CORE BELIEFS:

A Core Belief is your family foundation in belief and practice. Our Core Beliefs are based upon our Statement of Faith and are reflected in our daily actions.

1. We believe that Parents bear the responsibility for the spiritual, academic, and social development of their children. The role of HCA is to partner with parents in their fulfillment of this responsibility.
2. We believe that active participation with a church family by both parents and the student is essential to the ultimate success of the student.



3. We believe that any form of sexual immorality is sin and thereby offensive to God, and that participation in the new birth leads us away from such activities.
4. We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God. Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.
5. We believe the term "marriage" has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman.
6. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

MISSION:

The mission of Heritage Christian Academy is to assist Christian parents in their responsibility to equip students for life through academics and service to Christ.

HERITAGE CHRISTIAN ACADEMY Employee Lifestyle Statement

Heritage Christian Academy (HCA) is an independent, community Christian school representing Jesus Christ throughout the evangelical Christian community. HCA requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). A Christian lifestyle should reflect the Biblical perspective of integrity conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or administration.

Moral misconduct, including but not limited to homosexual or heterosexual conduct as defined by Scripture, violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

HCA employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from HCA. It is the goal of HCA that each employee will have a lifestyle where "...He (Christ) may have the pre-eminence" (Colossians 1:18).

It is the desire of HCA to provide a healthful, safe, alcohol and drug free workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on HCA premises and while conducting activities related to HCA off-premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse treatment program. Such violations may also have legal consequences.

Under Alabama law, workers who are injured at the workplace or in the course of employment will be tested for drugs and alcohol as a part of off-premises medical treatment. If an employee is found to be impaired by drugs or alcohol, he/she may not be paid benefits under the Alabama Worker's Compensation Law if the injury is a result of an accident caused by drugs and/or alcohol impairment. A positive drug test conducted and evaluated pursuant to standards adopted for drug

testing by the U.S. Department of Transportation in 49 C.F.R., Part 40 shall be a conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above after the accident, after being warned by the employer that such refusal would forfeit the employee's right to recover benefits under this chapter.

HCA hereby advises you that the refusal to take a blood or urine drug test after an accident will result in the forfeiture of your rights to recover benefits under the Alabama Worker's Compensation Act.

CERTIFICATION AND AGREEMENT

I understand that Heritage Christian Academy seeks to employ men and women who show evidence that they are born again, are of proven Christian character, endowed with appropriate spiritual gifts, adhere to the basic doctrines of Christian faith, and are trained and proficient educators. I also understand that Heritage Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I affirm that I have carefully read the STATEMENT OF FAITH, CORE BELIEFS, MISSION STATEMENT, and LIFESTYLE STATEMENT of Heritage Christian Academy, that I understand its affirmations, and that these affirmations express my own convictions.

I affirm that the facts set forth in this application and other employment documents are true and complete. I understand that discovery of falsification of any statement or a significant omission of fact may prevent my being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Heritage Christian Academy to interview the references which I have listed. I authorize references and my former employers to disclose to Heritage Christian Academy any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. I hereby release Heritage Christian Academy, my former 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 waive the right to view any references given to Heritage Christian Academy.

I declare that I am legally eligible to work in the United States of America, and I attest that I have not been convicted of a felony, a crime of moral turpitude or a crime involving child abuse, nor do I have a record of a founded charge of child abuse. Since I will be working with children, I understand that I must submit to a background check. I understand and agree that any offer of employment that I may receive from Heritage Christian Academy is conditioned upon the receipt of background information, including criminal background information. Heritage Christian Academy may refuse employment or terminate conditional employment if Heritage Christian Academy deems any background information to be unfavorable or to reflect adversely on the school or on me as a Christian role model.

I affirm that my intention in completing this application is to apply for a staff position at Heritage Christian Academy. I acknowledge that this application is neither a contract of employment nor constitutes an offer or acceptance of employment. I certify that I have carefully read and understand the above statements.

Signature Of Applicant

Date

*Please email completed application to
heatherspigner@hcachristian.org*



HCA PROFESSIONAL RECOMMENDATION FORM

_____ is applying for a position at Heritage Christian Academy. You have been chosen by the applicant as one who can testify to his/her character and/or teaching ability. Please answer the following questions. Heritage Christian Academy will hold your responses in strict confidence. Please mail or email this form directly to the school at the address with the attention to Heather Spigner or email to heatherspigner@hcachristian.org. Thank you for your cooperation.

How long have you known the applicant and in what capacity?

For each category, please rate the applicant based on your experiences with him/her.	Excellent	Good	Average	Needs Improvement	Unsatisfactory	Not Known
Evidence of Christian commitment						
Work Ethic						
Rapport with students						
Rapport with parents						
Rapport with staff						
Classroom management						
Judgment						
Leadership ability						
Creativity						
Loyalty						
Tact and diplomacy						
Character						
Professional appearance						

If you employed the applicant, what were the dates of employment?

If the applicant was a former employee, why did the applicant leave your employment?

Would you employ or re-employ this applicant? ☐ Yes ☐ No. If "no," please explain test

Heritage Christian Academy seeks to employ men and women who show evidence that they are Christians, are of proven Christian character, are endowed with appropriate spiritual gifts, adhere to the basic doctrines of Christian faith, and are trained and proficient educators. Please share any other information you consider important and helpful.

Signature Date Phone

Name (please print): _____ Title: _____

Please return completed form to heatherspigner@hcachristian.org or mail to the address listed below

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