



# TEACHER APPLICATION

HEARTLAND CHRISTIAN SCHOOL  
1995 W. FOURTH STREET  
COLBY, KANSAS 67701  
785-460-6419

## APPLICATION FOR TEACHING POSITION

### A. PERSONAL INFORMATION

Application date: \_\_\_/\_\_\_/\_\_\_ Date Available: \_\_\_/\_\_\_/\_\_\_ Soc. Sec. No. \_\_\_\_\_

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

Present Address: \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

**Marital**

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single \_\_\_ Engaged \_\_\_ Married \_\_\_ Separated \_\_\_ Widow(er) \_\_\_  
Divorced \_\_\_ Re-married \_\_\_ Please attach explanation if divorced or remarried.

Spouse's name \_\_\_\_\_ Years married \_\_\_\_\_ Occupation \_\_\_\_\_

Our school board has adopted the policy that all children of the faculty must attend this school if it has the appropriate grades and programs. Please provide the following information:

Number of children: \_\_\_\_\_ Names & Ages \_\_\_\_\_

Fall grade levels \_\_\_\_\_

**Finances**

What was your most recent annual salary? \_\_\_\_\_

Will you be able to support yourself on the salary indicated by our Salary Scale? \_\_\_\_\_

**Personal Background**

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? \_\_\_Yes \_\_\_No If yes, explain. Use the reverse side if necessary.

\_\_\_\_\_

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? \_\_\_Yes \_\_\_No If yes, indicate the nature of suit, offense, date, court, and disposition.

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? \_\_\_Yes \_\_\_No If yes, indicate the nature of offense, date, court, and disposition.

\_\_\_\_\_  
\_\_\_\_\_

**Personal Interests**

Please indicate memberships, offices, and honors obtained in:

High School - \_\_\_\_\_

College - \_\_\_\_\_

Currently - \_\_\_\_\_

List your hobbies and personal interests. \_\_\_\_\_

\_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3, choice in the parenthesis. Then to the right please indicate the grade or subject in order of preference.

( ) Pre-school or Kindergarten ( ) Junior High \_\_\_\_\_

( ) Elementary \_\_\_\_\_ ( ) High School

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_

**Special Abilities** Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.)

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**C. CHRISTIAN BACKGROUND**

**\*On a separate paper, briefly give your Christian testimony.**

**Bible**

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes \_\_\_ No \_\_\_ Signature \_\_\_\_\_

**Statement of Faith**

Please carefully read our Statement of Faith and indicate below your degree of support.

\_\_\_ I fully support the Statement of Faith as written without mental reservations.

Signature \_\_\_\_\_

\_\_\_ I support the Statement of Faith except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature \_\_\_\_\_

**Church Service**

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Number of years \_\_\_\_\_

In what church activities are you involved and with what degree regularity? \_\_\_\_\_

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What other Christian service have you been involved in since becoming a Christian?

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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Are you capable of teaching a Bible class? \_\_\_ If yes, what would be your subject preferences?

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**Devotional Life**

Describe your routine of personal Bible study and prayer.

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What is the Lord teaching you through your quiet time with Him?

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**D. PROFESSIONAL QUALIFICATIONS**

\*Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

**Formal Training**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s) \_\_\_\_\_

Your Minor(s) \_\_\_\_\_

Cumulative grade point average: College \_\_\_\_\_ Graduate Work \_\_\_\_\_

**Teaching Experience**

Sequentially list your teaching experience with most recent first. Use additional paper if needed.

School's Name	Grades or Subjects	Dates
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List any other educational advantages that you have had in your career.

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**Teaching  
Credentials**

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ What level? \_\_\_\_\_

Remains valid for \_\_\_years. Do you have a state teaching certificate? \_\_\_\_\_ State \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_years.

Endorsement(s) - List semester hours in endorsement area(s). \_\_\_\_\_

If you do not hold a certificate, what requirements do you lack?

\* Please attach photocopies of any certificates held.

**Christian  
School  
Preparation**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

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List any conferences or seminars which you have participated in or led in the past.

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Describe how teacher evaluation has been helpful to you. \_\_\_\_\_

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**E. CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages -

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smoking and chewing tobacco -

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marijuana and other drugs -

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pre-marital sex -

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divorce and remarriage -

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abortion -

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homosexuality -

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**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format, using a separate sheet of paper.

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
  
2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
  
3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_
  
4. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

\_\_\_\_\_

Have you already signed a contract for next year with any other institution? \_\_\_Yes \_\_\_No

**G. PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** and return it with this application.  
Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service.  
List your current pastor first.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Give three references who are qualified to speak of your professional training and experience.

List your current or most recent principal or supervisor first.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____



**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Heartland Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge.

I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from 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 **Heartland Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school 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.

In addition, I hereby release **Heartland Christian School**, 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 ever personally view any references given to **Heartland Christian School**. Since I will be working with children, I understand that I must submit to a fingerprint check by federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation.

I authorize **Heartland Christian School** to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

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

**Declaration of Ethical and Moral Integrity**

As an applicant for employment or for a volunteer position at **Heartland Christian School** and its ministries, I (print name) \_\_\_\_\_ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual

abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of **Heartland Christian School**.

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Signature of Applicant

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Date

**HEARTLAND CHRISTIAN SCHOOL  
STATEMENT OF FAITH**

**WE BELIEVE:**

- In one God, eternally existent in three persons: Father, Son and Holy Spirit.
- That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.
- In the Scriptures of Old and New Testaments as verbally inspired by God and inerrant in the original writings; and they are of supreme and final authority in faith and life.
- Man was created in the image of God; that he sinned, and thereby incurred not only physical death, but also spiritual death which is separation from God; and that all human beings are born in sin and that this sinful nature is the origin of all sinful acts in thought, word and deed.
- The Lord Jesus Christ died for our sins; according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him are justified on the basis of His shed blood.
- That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.
- In the bodily resurrection of Christ and His ascension to Heaven, and His present work as high Priest and advocate.
- In the personal return of Jesus Christ.
- In the bodily resurrection of the just to everlasting blessedness, and the unjust to everlasting punishment.

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a **teacher** with **Heartland Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school 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.

In addition, I hereby release **Heartland Christian School**, 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 ever personally view any references given to **Heartland Christian School**.

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

**Applicant's Name (Print)** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

**Applicant's Social Security Number** \_\_\_\_\_