

HERITAGE ACADEMY



2900 Barberrry Avenue
Columbia, MO 65202
573-449-2252
office@heritageacademyofcolumbia.com

APPLICATION FOR EMPLOYMENT: Athletic Coaching

Please complete and e-mail application to office@heritageacademyofcolumbia.com.

Personal Data

Desired Coaching Position _____

Legal Name _____

Home Address _____

Home Phone _____ Cell Phone _____

E-mail Address _____

Hours Available to Coach _____

Time Restrictions or Recurring Conflicts _____

Academic Background

	School & Location (city, state)	Dates Attended	Degree	Major	Honors Received
High School					
Undergraduate					
Graduate					
Other					

Certification(s) / Endorsements (type and area of certification and certification number):

List the associations to which you belong:

Formal Coaching Experience (most recent first)

Most Recent:

Name & Location:

Dates of Service:

Coaching Title and Level(s) Coached:

Reason for Leaving:

Supervisor's Name & Phone Number:

Previous Experience:

Name & Location:

Dates of Service:

Coaching Title and Level(s) Coached:

Reason for Leaving:

Supervisor's Name & Phone Number:

Previous Experience

Name & Location:

Dates of Service:

Coaching Title and Level(s) Coached:

Reason for Leaving:

Supervisor's Name & Phone Number:

PLAYING EXPERIENCE

Playing Experience 1	Playing Experience 2	Playing Experience 3
Sport / Team / Level:	Sport / Team / Level:	Sport / Team / Level:
Location:	Location:	Location

Present Employer

Name & Location of Employment:	Dates of Service:
Job Title & Responsibilities:	Supervisor Name & Phone Number:

References (Please list 2 professional and 1 personal, in addition to your current pastor.)

Professional Reference #1	Address / Phone / E-mail	Occupation
Professional Reference #2	Address / Phone / E-mail	Occupation
Personal Reference	Address / Phone / E-mail	Occupation
Pastoral Reference	Address / Phone / E-mail	Church

Please also complete the Reference Form Waiver, the last page of this application.

Coaching Philosophy

1. How would you define/describe coaching?
2. How do you want players to experience you while being under your leadership as a coach?
3. What do you seek to teach athletes about Christian character and pursuing excellence?
4. In your experience, what is the single most important factor that leads a coach to be a quality coach?

5. Describe what methods or tools you have used for your own personal coaching growth.
6. Define what success would look like for your teams.

Christian Background & Beliefs

1. Briefly explain how and when you became a Christian.
2. What book, in addition to the Bible, has had the greatest impact on your Christian walk?
Please explain.
3. What is your local church affiliation?
4. Are you active in your church? Yes No

If yes, in what capacity?
5. Do you fully support the Heritage Academy Statement of Faith (Please see Statement of Faith on the next page.)? Yes No
Comments?
6. Why do you want to coach at Heritage Academy?

HERITAGE ACADEMY STATEMENT OF FAITH

a. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21), and we adhere to its orthodox interpretation regarding all matters, including, but not limited to, the sanctity of life beginning at conception, and the sanctity of marriage between a man and a woman.

b. We believe there is one God eternally co-existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

c. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His imminent, personal return in power and glory (Acts 1:11; Revelation 19:11).

d. We believe in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature (Romans 3:23; 6:23; Titus 3:5). We believe that men are justified by God's grace and through faith alone in Jesus Christ (John 3:16-19; 5:24; Romans 5:8-9; Ephesians 2:8-10), who is our only mediator with God the Father (1 Timothy 2:5-6).

Applicant Affirmation re the school's Statement of Faith: Please check one of the two statements below.

_____ I personally believe in the entirety of the Heritage Academy Statement of Faith.

_____ I personally believe in the Heritage Academy Statement of Faith, except in the following areas. If checking this line, please attach a full explanation of your reasons for difference and/or disagreement.

Questions: Please answer YES or NO to each of the following two questions.

Yes _____ No _____ 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 _____ Are there additional doctrines/practices to which you adhere which are not mentioned in the Heritage Academy Statement of Faith? If yes, please attach a thorough explanation.

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ADDITIONAL QUESTIONS (Please answer yes or no. If yes, please explain.)

1. Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
___ Yes ___ No

2. Have you ever been asked to resign from a position of employment? ___ Yes ___ No

3. Do you have any charges, lawsuits, or administrative actions ending against you?
___ Yes ___ No If yes, please explain on a separate document.

4. Have you ever been -
 - Charged with a felony? _____
 - Charged with a misdemeanor? _____
 - Convicted of a felony? _____
 - Convicted of a misdemeanor? _____

5. Regarding **abuse or sexual misconduct**, have you ever been -
accused of _____ convicted of _____ OR plead guilty _____ or no contest _____
to any abuse or sexual misconduct?

If yes to any of questions 1-5 in this section, please explain on a separate document.

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APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Heritage Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Heritage Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other 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 the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

Signature of Applicant: _____ **Date:** _____

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EMPLOYMENT APPLICANT - REFERENCE FORM WAIVER

To the applicant: Please print in ink or type all information in this section and forward this form to the school office, with your completed application.

Applicant's Full Name:

Address:

Position Applying for:

I hereby waive my right to have access to the information supplied by the references listed in my application for employment at Heritage Academy. I also waive my right to access the reference evaluation form, when completed, and I understand that this confidential recommendation is to be used only in consideration of my application for employment at Heritage Academy. I also give my permission to the individual named as personal references in my completed application for employment, to provide to Heritage Academy the information requested.

I hereby release, discharge and hold harmless Heritage Academy, its agents or representatives, and the individuals named in my application for employment as a reference, from any and all liability arising out of the furnishing, inspection and use of the information and opinions requested as a personal reference.

Applicant Signature:

Date: