



HERITAGE ACADEMY STAFF APPLICATION

606 Ridgeway Avenue ▪ Columbia, MO 65203
Phone: (573) 449.2252 ▪ Fax: (573) 875.1175
office@heritageacademy.info
www.heritageacademyofcolumbia.com

Your interest in Heritage Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its personnel. We are seeking applicants who are professionally qualified, who really love children, who are in full agreement with Heritage Academy's essential documents, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

A. APPLICANT INFORMATION

Full name: _____

Application date: _____ Date available: _____

Present address: _____

Phone: (Days) _____ (Evenings) _____ Cell: _____

Email Address: _____

B. POSITION DESIRED

() Director of Community Life () Bookkeeper () Director of Development

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the U.S.? _____

C. CHRISTIAN BACKGROUND and HERITAGE ACADEMY AFFIRMATIONS

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

The following questions in this section may be answered on this document.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity? _____

Please provide the following information re your church:

Pastor's Name: _____ e-mail: _____

Phone: _____

What do you personally believe about the origin of the earth and of mankind?

How do you promote Christian values in your home? _____

HERITAGE ACADEMY - STATEMENT OF PURPOSE

Heritage Academy consists of a University-Model® school and the related ministries designed to develop and support it. As an organization subject to the Lord Jesus Christ, it seeks to participate in the Great Commission (Matthew 28:19-20) by helping to build the body of Christ through academic education and related ministries (Ephesians 4:11-13). This model is intended to work in partnership with Christian families (Genesis 2:18-24; Deuteronomy 6:4-7; Matthew 19:4-6; Colossians 3:18; Ephesians 5:33 and 6:1-4; Titus 2:4-5) providing necessary resources in the preparation of young believers for success as disciples of Christ in and beyond higher education (Proverbs 22:6).

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 in Jesus Christ alone, who is the only way to eternal life (John 3:16-19; John 14:6; 5:24; Acts 4:12; Romans 5:8-9; Ephesians 2:8-10), and our only mediator with God the Father (1 Timothy 2:5-6).

Applicant Affirmation: 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.

Continued on the next page

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.

D. EDUCATION and BACKGROUND INFORMATION

Why are you interested in a position at Heritage Academy? _____

Please give three reasons that you would be the right person for this position.

High School from which you graduated: _____

If you do not have a college degree, please list the names, dates, and locations of classes or courses you have completed since high school which would qualify you for the position for which you are applying.

If you do have a **college degree**, please attach **unofficial copies** of all your post-secondary **transcripts**. Should you be offered a position, the school will order and pay for official transcripts.

What degree or degrees do you hold? Please begin with the most recent degree.

Degree	Date Received	Issuing Institution	Major/Minor	GPA
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Please list all certifications (education, trade, associations) current or expired that you hold (have held).

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Have you ever been -

charged with a felony? _____

charged with a misdemeanor? _____

convicted of a felony? _____

convicted of a misdemeanor? _____

If yes, please explain on a **separate document**.

E. 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 on another piece of paper. You will also need to sign the Reference Release Form that follows.

1. Position/Responsibilities: _____

Company Name: _____

Address: _____

Starting Date and Salary: _____ Leaving Date and Ending Salary: _____

Reason for Leaving: _____

Supervisor's Name and Title: _____

Phone: _____ E-mail: _____

May we contact your supervisor? Yes ___ No ___

2. Position/Responsibilities: _____

Company Name: _____

Address: _____

Starting Date and Salary: _____ Leaving Date and Ending Salary: _____

Reason for Leaving: _____

Supervisor's Name and Title: _____

Phone: _____ E-mail: _____

May we contact your supervisor? Yes ___ No ___

3. Position/Responsibilities: _____
 Company Name: _____
 Address: _____
 Starting Date and Salary: _____ Leaving Date and Ending Salary: _____
 Reason for Leaving: _____
 Supervisor's Name and Title: _____
 Phone: _____ E-mail: _____
 May we contact your supervisor? Yes ___ No ___

Have you ever been terminated from any company or any position? _____ If yes, please explain.

Service Record

Branch of Service: _____ Discharge Date: _____
 What type of training or education did you receive? _____
 Rank: _____ Honorable Discharge? Yes ___ No ___
 If no, please explain _____

F. REFERENCES

Personal References *(Do not list family members or relatives for references.)*

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

Name/Complete Address	Phone	Email	Capacity in which they know you
1. _____			
2. _____			
3. _____			

Professional References

Give three references who are qualified to speak of your professional training and work experience.
List your current or most recent principal/employer/supervisor first.

Name/Complete Address	Phone	Email	Their Position
1. _____			
2. _____			
3. _____			

G. EMPLOYMENT APPLICANT - REFERENCE FORM WAIVER

HERITAGE ACADEMY

**606 Ridgeway Avenue
Columbia, MO 65203
573-449-2252
Fax 573-875-1175**

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:

H. 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: