

DECATUR HERITAGE CHRISTIAN ACADEMY

P. O. Box 5659
Decatur, Alabama 35601-0659

Telephone 256-351-4275
Fax Number 256-355-4738

FACULTY APPLICATION FOR EMPLOYMENT

PERSONAL DATA

Application Date: _____ Date Available: _____

Full Name: _____

Current Address: _____

Phone: Day (____) _____ Evening (____) _____

E-mail Address: _____ Cell Phone(____) _____

Permanent Address and Phone (if different from current):

Position Desired: _____

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

Decatur Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, or age in the hiring of faculty or administrative staff or in administration of its educational policies, admissions policies, financial aid programs or other school-administered programs.

PROFESSIONAL QUALIFICATIONS

Training

Please indicate the degrees you have earned, the date the degree was received, the institute where the degree was earned, and your GPA. Please have an official transcript from each institution sent to Decatur Heritage Christian Academy, P. O. Box 5659 Decatur, AL 35601-0659. Please include a current resume.

Degree	Date	Institution	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What was your major field(s) of study _____

What were your minor field(s) of study? _____

List any awards or honors you received: _____

Please indicate any additional college classes or training workshops taken, the name of the institution or provider and dates. _____

List any other educational advantage you have had, including opportunities for travel. _____

What type of teaching credential do you hold? _____

State: _____ Date of Expiration: _____

Experience

List all of your teaching experience:

Place	Grade(s)	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other relevant experience you may have had:

Place	Position	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What grade level do you prefer to teach, in order of preference?

Why? _____

Special Abilities: Please list activities or interests which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability level if applicable, i.e. Varsity Basketball, Beginning Chess) _____

REFERENCES

List below references (at least two personal and two professional) who can testify as to your character and teaching ability (include a pastor, principal or superintendent, and your last supervisor). A written reference form will be sent to them on your behalf.

Name	Telephone Number	Complete Address	Relationship (Personal/Professional)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHRISTIAN BACKGROUND

On a separate sheet of paper, give a brief account of your salvation and Christian experience to date.

What is your local church affiliation? _____

Pastor's Name: _____

Church Address and Telephone Number: _____

Are you active in your church? _____ In what capacity? _____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes _____ No _____

QUESTIONNAIRE

To help us to have a better understanding of your commitment to Christian education, please complete this questionnaire. Please consider each question and answer on a separate sheet of paper.

1. What is your motive in seeking a position in a Christian school?
2. What do you believe is the unique function of the Christian school?
3. What would you rate as your greatest strength in relating to children? Your greatest limitation?
4. How do you view your role as a communicator to parents?
5. In what ways will you relate scriptural principles to the children placed in your classroom?
6. What is your philosophy of discipline?
7. What is the most influential book you have read (in addition to the Bible) or seminar you have attended which had an impact on your thinking in terms of educating children?

Immediately following those documents, you will find a Mission Statement and Statement of Faith. Please read carefully, print your name, sign and date in the spaces provided. If hired, this document, along with this initial application, will become a part of your permanent personnel record.

Decatur Heritage Christian Academy

MISSION STATEMENT

The mission of Decatur Heritage Christian Academy is to assist families by providing their children with an education that is excellent and which instills Biblical principles to guide their lives.

STATEMENT OF FAITH

The Godhead

We believe in one God, eternally in three persons: Father, Son, and Holy Spirit; these three identical in essence, equal in power and glory and possessing precisely the same attributes and perfection.

The Holy Scriptures

We believe the Scriptures, both Old and New Testaments, to be the verbally inspired Word of God, written by men under God's control, inerrant and infallible in the original manuscripts, and the final authority in faith and life.

The Condition of Man

We believe that man was created in the image and likeness of God in innocence and without sin, but that in Adam's sin the race fell, inherited a sinful nature, became spiritually dead and alienated from God, and now man in and of himself is incapable of remedying his lost depraved condition.

The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal son of God, became man without ceasing to be God, having been conceived of the Holy Spirit and born of a virgin, in order that He might reveal God and redeem sinful man. This redemption He accomplished by voluntarily giving himself as a sinless substitutionary sacrifice on the cross, thereby satisfying God's righteous judgments against sin. After substantiating the accomplishment of that redemption by His bodily resurrection from the grave, He ascended to the right hand of His Father where He intercedes on behalf of those who trust Him.

Salvation

We believe that salvation is the gift of God's grace, freely bestowed upon all who put their faith in the finished work of Jesus Christ at Calvary, apart from human meritorious work. All who so trust the Savior are forgiven of their sins and born into the family of God by the regenerating work of the Holy Spirit.

Please sign and date below.

Name

Date

Applicant's Declaration of Moral and Ethical Integrity

As an applicant for employment or for a volunteer position with unsupervised access to children at Decatur Heritage Christian Academy, 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 any inappropriate conduct with minors nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law. Furthermore, I declare that I have never been convicted of a related offense.

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 and Christian role model requirements of Decatur Heritage Christian Academy.

Applicant's Signature

Date

Headmaster's Signature

Date

Applicant's Certification and Agreement

I understand that Decatur 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 hereby certify that the facts set forth in this initial 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 Decatur Heritage Christian Academy to thoroughly investigate references, evaluations, education, and other records and matters related to my suitability for employment at Decatur Heritage Christian Academy.

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 Decatur Heritage Christian Academy, 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 ABI and possibly other federal and state authorities. I agree to fully cooperate in providing 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 to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I understand that this is only an application and that no employment contract is being offered at this time.

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

Applicant's Name (print)

Social Security Number

Applicant's Signature

Date

Driver's License Number

State