

## Heritage Christian School, Inc.

225 Newton Street, Bridgeport, WV 26330

Phone: (304) 842-1740 FAX: (304) 842-1750

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Thank you for your interest in Heritage Christian School. We invite you to fill out this application and return it to our school office.

If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to us. We may 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 staff. We are grateful for those who are professionally qualified, who really love children and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

Again, thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

We look forward to receiving your application.

Cordially yours,

Linda J. Simms  
Administrator



## Heritage Christian School

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Bridgeport, WV 26330  
(304) 842-1740  
Fax 842-1750

### ADMINISTRATIVE ASSISTANT APPLICATION

#### SECTION A: General Application

*Please print in ink or type all information. Please continue on a separate piece of paper if you do not have enough room on this application.*

#### **I. PERSONAL INFORMATION**

*Position applying for* \_\_\_\_\_

Name _____ (Last) (First) (Middle)	Date _____
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<b>PERMANENT ADDRESS</b>			
_____	_____	_____	_____
(Street)	(City)	(State)	(Zip)

<b>PRESENT ADDRESS</b>			
_____	_____	_____	_____
(Street)	(City)	(State)	(Zip)

<b>Telephone Number:</b> _____
<b>Date Available:</b> _____

Heritage Christian School, Inc. does not discriminate in employment on the basis of age, race, color, national or ethnic origin, gender or disability.

**II. EDUCATION**

List all the educational institutions attended beyond high school in chronological order. Indicate whether credit hours earned are semester or quarter hours, as well as those that are graduate hours.

NAME OF INSTITUTION	LOCATION	DEGREE/ PROGRAM	GPA

**III. EXPERIENCE**

A. Work experience other than educational

EMPLOYER & LOCATION	POSITION & TYPE OF WORK	DATES & REASONS FOR LEAVING

B. Present employer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of immediate supervisor \_\_\_\_\_

Why do you desire to make a change from your present position?

E. Please explain if you have ever been fired from any position.

#### IV. Special Qualifications

A. Filing? \_\_\_\_\_ Typing? \_\_\_\_\_  
Bookkeeping? \_\_\_\_\_ Other? \_\_\_\_\_  
Computer Skills (list) ? \_\_\_\_\_

B Check if you have special interest, training, or experience in any of the following:

\_\_\_\_ Sports (specify)      \_\_\_\_ Yearbook      \_\_\_\_ Library  
\_\_\_\_ Newspaper      \_\_\_\_ School Programs      \_\_\_\_ Photography  
\_\_\_\_ Bookkeeping      \_\_\_\_ Missions  
\_\_\_\_ Foreign Language (specify)      \_\_\_\_ Other (specify)

Along these lines you may wish to report on activities or services that you have guided or assisted.

C. Discuss relevant experience you have had in a school setting:



## **VIII. PERSONAL VIEWS**

- A. What is your response to the statement that the Bible is the only inspired and infallible word of God, and our final authority in all matters of faith, truth, and conduct?
- B. Do you have any reservations about accepting our Statement of Faith (see copy attached)? If at any point you disagree or question a point please state your viewpoint.
- D. What do you consider to be the function of the Christian school and the distinctive characteristics of its educational practice?
- E. In what ways is the Lord leading you specifically into Christian service?

- F. What is your attitude toward working with those of other races, and denominational beliefs?
- G. What is your attitude and practice, as a Christian, toward such areas as liquor, drugs, tobacco, and matters of recreation and entertainment?
- H. If married, what is your spouse's attitude toward your becoming involved in the demanding ministry of a Christian school?
- I. How can you contribute to the God-permeated Christ-centered environment of Heritage Christian School?

## REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application.

A. List below those references who can testify to your character and/or teaching ability:

1. Pastoral – the pastor of the local church you are now regularly attending.

Church \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Pastor \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_

2. Professional – someone who has supervised your work

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_

3. Christian Friend – a non-relative who has known you for a number of years.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_

4. Professional – a professional colleague

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Length of Acquaintance \_\_\_\_\_

B. Does anyone on the Board or staff of Heritage Christian School have a personal knowledge of your character or teaching ability?

Name \_\_\_\_\_

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Heritage Christian School, Inc. 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 Heritage Christian School, Inc. 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, 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 Heritage Christian School Inc., 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 Heritage Christian School, Inc.

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 Heritage Christian School, Inc. 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.

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Signature of Applicant

Date

# HERITAGE CHRISTIAN SCHOOL, INC.

## **Authorization To Release Reference Information**

I have made application for a position as a \_\_\_\_\_ with Heritage Christian School, Inc. 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 the Heritage Christian School, Inc. 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 Heritage Christian School, Inc.

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

\_\_\_\_\_  
Date

**HERITAGE CHRISTIAN SCHOOL, INC.**  
**CHRISTIAN CONCILIATION AGREEMENT**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter will then be submitted to a panel of three arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the *Christian Conciliation Handbook*. (406) 256-1583.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Directors President, Signature

\_\_\_\_\_  
Date

## **Applicant Declaration of Ethical and Moral Integrity**

As an applicant for a position at Heritage Christian School, and its ministries, I (print name)

\_\_\_\_\_

recognize, understand, and adhere to the moral and ethical standards and mandates of said 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 Heritage Christian School.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's signature after discussing the form with applicant:

\_\_\_\_\_

Date \_\_\_\_\_

**Heritage Christian School, Inc.**  
**STATEMENT OF FAITH**

1. We believe the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God. (II Timothy 3:16-17, II Peter 1:20-21)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19)
3. We believe in the Deity of Christ, (John 1:1-14, John 14:3, Colossians 1:15-17) in His conception by the Holy Spirit (Luke 1:35); in His virgin birth (Matthew 1:18-25); in His sinless life (II Corinthians 5:21); in His miraculous works (John 11:47); in His substitutionary death through His shed blood (I Peter 2:24); in His literal, bodily resurrection (John 20:20-29); in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5); and in His pre-millennial, imminent bodily return (Acts 1:11, Revelation 20:1-9; Matthew 24:26; I Thessalonians 4:13-17).
4. We believe in the totally depraved and lost condition of man by nature (Jeremiah 17:9; Roman 3:23); and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works. (Ephesians 3:8-10, John 3:3-7, John 1:12, 13, Titus 3:5-7); the evidence of which is works for righteousness.
5. We believe that all who receive, by faith, the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5, 15, Romans 3:21-30, Galatians 4:4-7).
6. We believe in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection (Thessalonians 4:13-17). Second resurrection (Revelation 20:1-9).
8. We believe in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

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

*(Please initial)*

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

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

*Do you have any other religious convictions of which we need to be aware? If so, please explain:*

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date