

EMPLOYEE APPLICATION FORM



HERITAGE SCHOOL

A Classical & Christ-centered Education for Children in the Texas Hill Country Since 1994

Post Office Box 1217
Fredericksburg, Texas 78624-1217
830-997-6597

The Christian character of our staff is essential for Heritage School to carry out its mission. We are grateful for staff members who, by the pattern of their lives in and out of the school setting, exemplify Christ.

We appreciate your interest in Heritage School. Please fill out the following application and return it to our school office as soon as possible. If an opening occurs for which it appears you are qualified, Heritage will contact you. We look forward to receiving your completed application.

NOTE: Please submit a copy of your **college transcript(s)** (if required for this position*), and additional related documentation. * Faculty candidates must submit transcripts.

NOTE also: By completing and signing this application you are granting your permission for Heritage School to check references and conduct a background check based upon the information that you have provided.

I. PERSONAL INFORMATION

Date of Application: _____ (RECENT PHOTO-optional)

Applicant's Name: _____

Address: _____

Phone: _____

Date of Birth: _____ (to be provided strictly for purposes of background screening)
Month / Day / Year

Social Security Number: _____

Texas Driver's License #: _____

II. PROFESSIONAL QUALIFICATIONS [You may also attach your resume.]

1. Training

What degree or degrees do you hold? _____

Credits/Degree _____ Date Received _____ Institution _____

Credits/Degree _____ Date Received _____ Institution _____

Credits/Degree _____ Date Received _____ Institution _____

What was your major field of study? _____

What were your minors, if any? _____

2. Teaching Experience

Below please list all experience related to the position for which you are applying in chronological order beginning with the most recent. (If needed, continue on the back of this page.)

School	Grades/Responsibilities	from mo. /yr. to mo. /yr.
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Other job experiences (You may attach resume or use additional space on back of this page)

Please list below job/military experience you have had since high school. Include dates and reasons for leaving.

Job	Title	dates	reason for leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. SPECIAL QUALIFICATIONS

If applicable, please list any areas in which you are proficient. Example: Foreign Languages, Art, Music, Journalism, Yearbook, Academic Competition Sponsor, etc.

Other equipment or technical skills: _____

Additional qualifications not listed above: _____

If you have experience with computers, please check below any programs in which you are proficient:

Microsoft Word_____ Microsoft Excel_____ Microsoft Works_____

Microsoft Power Point _____

Other Academic specific Software (please list)_____
(RENWEB, GRADESPEED, etc.)

Describe any experience in which you have used the above named software programs:

Other interests and hobbies:_____

What Christian education courses or training have you had?_____

IV. CHRISTIAN BACKGROUND

How long have you known Christ as your Lord and Savior?_____

What is your denominational preference, if any?_____

Pastor's Name:_____

Address:_____

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

What authority do the Scriptures have in your life? _____

What is your reason for seeking a position in a Christian school?_____

Give your own definition of a Christian._____

Give a brief account of how you became a Christian._____

V. MISCELLANEOUS

Have you had any recent or serious illness that might hinder or limit your ability to perform the duties and responsibilities of the position for which you are applying? If so, please explain:

Do you have any physical handicaps or limitations that might hinder or limit your ability to perform the duties and responsibilities of the position for which you are applying? If so, please explain:

Have you ever been convicted for any criminal act? If so, please explain:

VI. REFERENCES

List below references who can testify as to your character and administrative ability. Include a **pastor** and **two previous employers/supervisors**, if possible.

Name	Position and company/organization	
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Address	Daytime Telephone	Evening Telephone
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Name	Position and company/organization	
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Address	Daytime Telephone	Evening Telephone
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Name	Position and company/organization	
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Address	Daytime Telephone	Evening Telephone
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_____	_____
(signed)	(date)

I hereby testify that the information contained in this application is true and accurate. I understand that any misrepresentation of information on this application is grounds for lack of consideration for hiring and/or termination of employment. I agree to allow Heritage School or its representative to use any of the information on this application to verify my background including checking personal and/or professional references and/or a criminal background check.