



Employment Application

Eastern Hills Christian Academy exists to provide a distinctive biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). We look forward to receiving your application. 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.

Personal Information

Full Name: _____ Application Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: Home: _____ Cell: _____ Email: _____

Preferred Method of Contact: Home Ph Cell Ph Email Best Time to Contact You: _____

Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain: _____

Can you submit verification of your legal right to work in the United States? Yes No

Position Desired

Indicate 1, 2, 3 choice in the box. Please also indicate the choice of grades or subjects, as appropriate, in order of preference:

Early Education Kindergarten Elementary (1st-5th): _____

Middle School: _____

Date Available: _____

Education

Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Name and Location of School	Date of Degree	Degree Earned (List Major and Minor) (total credit hours if no degree earned)
High School:		

Undergraduate:		
Undergraduate:		
Graduate:		

Do you have an ACSI Teaching Certificate? Yes No Level: _____ Expiration Date: _____

Do you have a state teaching certificate? Yes No Type: _____

State: _____ Certificate Number: _____ Expiration Date: _____

If you do not hold a certificate, what requirements do you lack? _____

Are you presently enrolled in a degree or certificate program? Yes No If so, please describe: _____

_____ Tentative completion date: _____

Other educational experience: _____

EARLY EDUCATION APPLICANTS:

Do you hold a preschool certificate (or CDA)? Yes No College: _____

Are you working towards a preschool (or CDA) certificate? Yes No

What courses have you completed? _____

If you hold a credential, indicate major: _____

Employment History

Beginning with the most recent position held; list all employment for the last ten years. If necessary, you may make copies of this page or, following the same format, use the reverse side. Please attach an explanation for any gaps in your employment history longer than three months.

Employer: _____ From (M/D/Y): _____ To (M/D/Y): _____

Address: _____

Position Held (subjects/grades): _____

Percent of full time: _____ % Supervisor's name/phone number: _____

Reason for leaving: _____

May we contact the employer? Yes No If "no", please explain: _____

Employer: _____ From (M/D/Y): _____ To (M/D/Y): _____

Address: _____

Position Held (subjects/grades): _____

Percent of full time: _____% Supervisor's name/phone number: _____

Reason for leaving: _____

May we contact the employer? Yes No If "no", please explain: _____

Employer: _____ From (M/D/Y): _____ To (M/D/Y): _____

Address: _____

Position Held (subjects/grades): _____

Percent of full time: _____% Supervisor's name/phone number: _____

Reason for leaving: _____

May we contact the employer? Yes No If "no", please explain: _____

Employer: _____ From (M/D/Y): _____ To (M/D/Y): _____

Address: _____

Position Held (subjects/grades): _____

Percent of full time: _____% Supervisor's name/phone number: _____

Reason for leaving: _____

May we contact the employer? Yes No If "no", please explain: _____

What skills and experience have you acquired in technology? _____

Beginning with the most recent and working in reverse chronological order, list any other experience working with young people, including when and how long: _____

References

Do not list family members or relatives for any reference. Give three personal references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name	Email	Phone	Position	Years Known
			Pastor	

Give three professional references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*. If you are a new graduate, include a professor in your major area and your student teaching supervisor.

Name	Email	Phone	Position	Years Known

Personal Philosophy

Please share your viewpoints on the following questions in the space provided below.

Why do you wish to teach in a Christian school? _____

What do you believe about the origin of the universe? _____

What is your view of the role of discipline in a Christian school? _____

Christian Background

Describe your current relationship with and commitment to the Lord Jesus Christ, including when you became a Christian (if you remember the specific time).

Where do you regularly attend worship? _____

Are you actively involved in a small group/Sunday School class? 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 you capable of teaching a Bible class? Yes No

Is active church membership necessary for spiritual growth? Yes No Why? _____

Two of the biblical requirements for those in Christian leadership are for them to be “above reproach” and to have a “good reputation” (1 Timothy 3). Please initial if you affirm that there is nothing in your personal or professional life that is overtly contrary to biblical teaching: _____

Certification and Agreement

I understand that Eastern Hills 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 further understand that EHCA is a religious educational ministry. As such, they are permitted to hire to their mission and employ those individuals who are the best match for their position openings.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Eastern Hills Christian Academy to thoroughly interview the primary references that 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 EHCA to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references 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 EHCA, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigations 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant's Name (please print): _____ Date: _____

Applicant's Signature: _____

Eastern Hills Christian Academy Statement of Faith

Eastern Hills Christian Academy (EHCA) is a ministry of Eastern Hills Baptist Church, and as such:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His death on a cross as a sacrifice for our sins, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for men to be saved from the condemnation of sin, we must experience a spiritual birth by faith in Jesus Christ as the Son of God and as our personal Lord and Savior.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved are raised to life everlasting, and they that are lost are raised to judgment and condemnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ made evident through the church by prayer and participation. Baptism is your public testimony of faith in Christ and agreement with His teachings.
- We believe that all Christians are under obligation to seek to make the will of Christ supreme in their own lives and in human society. In the Spirit of Christ, Christians should stand for Biblical Principles in every facet of life and seek to bring industry, government and society as a whole under the sway of the principles of righteousness, truth and brotherly love and to act in the spirit of love without compromising their loyalty to Christ and His truth.
- We believe it is the duty and privilege of every Christian to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate and teach their children faithfulness and Godliness.

I have read, understand, and agree with EHCA's Statement of Faith listed above:

I have read EHCA's Statement of Faith listed above and do not agree with all points listed. I have attached a statement explaining my viewpoint.

Applicant's Name (please print): _____ Date: _____

Applicant's Signature: _____