



HERITAGE SCHOOL

## EMPLOYEE APPLICATION FORM

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

310 Smokehouse Rd.  
Fredericksburg, Texas 78624  
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: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of Birth (to be provided strictly for purposes of background screening)

Month / Day / Year \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Texas Driver's License #: \_\_\_\_\_

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Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone(s): \_\_\_\_\_

**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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### 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.

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Other equipment or technical skills: \_\_\_\_\_

Additional qualifications not listed above: \_\_\_\_\_

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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:

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Other interests and hobbies: \_\_\_\_\_

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What Christian education courses or training have you had? \_\_\_\_\_

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### 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 or injury 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 of 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.

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1 . Name Position and company/organization

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Address Daytime Telephone Evening Telephone

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2. Name Position and company/organization

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Address Daytime Telephone Evening Telephone

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3. Name Position and company/organization

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Address Daytime Telephone Evening Telephone

*By signing this application, 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 conducting personal and/or professional references and/or a criminal background check.*

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(signed)

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(date)