



Application for Non-Faculty

Your interest in Heritage Christian Academy is appreciated. We seek substitutes who, by the pattern of their lives in and out of the classroom, exemplify Christ, who love and know children, and who are equipped to teach. If you have any questions following the fulfillment of the application, please contact our office at (828) 631-3835.

1. Personal Information

First Name	Last Name	Street Address
Phone Number	Email Address	Church Name

2. Faith Questions *(You will be provided HCA's statement of faith to review prior to being hired.)*

A. Please give a brief account of your testimony

B. What is your involvement in a local church? (how often you attend, capacities you serve in, etc)



3. Professional Qualifications

School Name (of highest level of education completed):	Location	Dates Attended	Degree	Major	Minor

- i. Do you have any credentials, teaching, or ministry experience? If so, please explain.

- ii. What grades/subjects do you prefer to sub?

4.

YES	NO	<i>Please check the appropriate answer to each of the following questions:</i>
		Have you ever been asked to resign from a position of employment or been dismissed, fired, discharged, suspended, or otherwise subject to disciplinary action?
		Have you ever had a teaching license/certificate suspended or revoked?
		Have you ever been convicted of any violation of the law other than a minor traffic ticket?
		Have you ever entered a plea of nolo contendere (no contest) to any charge against you?
		Do you have any criminal charges pending against you or are you currently involved in any criminal proceeding, including supervised or unsupervised probation?

**If you answer "YES" to any of the questions above, explain on a separate page and include with application.*



5. References

Please give the names of individuals who can attest to your character and teaching abilities.

(Include a principal from prior teaching experience or a supervisor from a previous non-teaching job. One reference must be your pastor. Personal references should not be relatives.)

Name	Position/Relationship	Email Address	Phone Number
1.			
2.			
3.			
4.			

I agree, if hired, to adhere to the policies and curriculum of Heritage Christian Academy.

I agree to submit to a background check as part of the hiring process.

I understand that this application will not be considered until references have been checked and an interview has taken place.

I certify that all of the information I have provided is complete and truthful.

Signature:

Date:

Office Use Only:

Date Submitted: _____

References Checked Date: _____

Background Check: _____

Interview Date and Time: _____