

**HERITAGE CHRISTIAN ACADEMY**  
**APPLICATION FOR EMPLOYMENT**

Full Name: Female      Male

Present Address City:      State:      Zip:

Permanent Address: City:      State:      Zip

Phone: Mobile:

Email Address:

Marital Status:    Single      Married      Other:

Date of Birth: Social Security Number:

Spouse:

(Last Name)

(First Name)

Children:

(Last Name)

(First Name)

(Age/Grade)

(Last Name)

(First Name)

(Age/Grade)

(Last Name)

(First Name)

(Age/Grade)

Religious Preference:

Church Membership:

List last two places of employment:

*Name of Firm*

*Phone*

*Dates of Employment*

*Name & Address of Supervisor*

Position desired:

State briefly your philosophy of Christian education.

**Heritage Christian Academy  
Application for Employment**

Do you hold a valid State of Texas certificate?

If yes, what is (are) your specific certification(s)?

Do you have coaching experience at the middle or high school level?

If yes, please explain:

What academic or professional honors have you received?

Please provide five references, including superintendents and principals/headmasters under whom you have taught, and who have first-hand knowledge of your character, personality, scholarship, teaching ability, and religious convictions.

Name/Title	Address	Phone Number	Official Position

Pursuant to Article XI of the bylaws of Heritage Christian Academy, I certify the following:

- *I am a born-again believer and subscribe without reservation to the school's Statement of Faith and Philosophy of Education contained in Articles II and III of the Bylaws, a copy of which is available for my review.*
- *I am and will continue to be a Christian role model in the school and in my community.*
- *I am a member in good standing of a local evangelical biblically based Christian church whose doctrine is in agreement with the Statement of Faith of Heritage Christian Academy.*

Signature

Date of Application

**Heritage Christian Academy  
Application for Employment**

Please provide full and accurate data regarding your educational development below.

**EDUCATIONAL/PROFESSIONAL TRAINING**

Name & location of School or Institution	Courses	Degree or Diploma Received & Date of Receipt
High School		
College		
University		
Graduate Work		
Special		

Please provide full and accurate data regarding your teaching experience.

**TEACHING EXPERIENCE**

Name & Location of School or Institution	Grades or High School Subject(s) Taught	Dates of Employment

Total years of Teaching Experience:

# HERITAGE CHRISTIAN ACADEMY

*Christ Centered    College Preparatory    Family Focused*

## STATEMENT OF FAITH

---

*We believe in the verbal inspiration of both the Old and New Testaments, i.e., that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge.*

*We believe in one God, eternally existing in three coequal persons: Father, Son and Holy Spirit.*

*We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever.*

*We believe that God the Holy Spirit is a personal being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God.*

*We believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited sinful nature.*

*We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God.*

*We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ, eternally secure.*

*We believe that Jesus Christ rose from the dead and that He ascended into heaven, where He continually ministers as our great High Priest and Advocate.*

*We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth.*

*We believe in the resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.*

*We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to tell the world.*

**I understand and am in agreement with the school's Statement of Faith.**

**Signature:**

**Pre-Employment Affidavit for Applicant**

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_.

-----  
**Declaration of Applicant**

*The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.*

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)	Date of Birth
Address (Street, City, State, Zip Code)	County
Executed in _____ County, State of _____, on the _____ day of _____, _____.	
<i>County</i>	<i>State</i>
<i>Date</i>	<i>Month</i>
	<i>Year</i>

\_\_\_\_\_  
(Signature of Declarant)

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.\**

\_\_\_\_\_  
\*This form will be processed separately and not shared with the hiring manager.

**HERITAGE CHRISTIAN ACADEMY**

**Criminal Background and History Check  
Release Form**

Name:

Address:

City/State/Zip:

Social Security Number:

Driver's License Number:

State:

Date of Birth:

I, the above named person, give my consent to Heritage Christian Academy to conduct a Criminal Background and History Check by signing this release form. I understand this information will be used, in part, to determine eligibility for employment with Heritage Christian Academy. I further understand that the Criminal History Records check may be repeated at any time while employed at Heritage Christian Academy. I understand I will have an opportunity to review my criminal history and a procedure is available for clarification, if I dispute the records as received.

Signature:

Date:

**ACKNOWLEDGMENT AND CERTIFICATION OF UNDERSTANDING and SIGNATURE**

I warrant the truthfulness of the information provided in this application. I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the Acknowledgment and Certification of Understanding contained on the HCA Employment web page.

Acceptance Checkbox

**Please email this completed application, copies of your transcripts, your resume, as well as any other pertinent information, to [info@hcarockwall.org](mailto:info@hcarockwall.org). Please call Heritage Christian Academy at (972) 772-3003 if you have any questions.**