

Qualifications & Expectations for Heritage Christian School Employees

Rev. Jimmy McNeil, Pastor - Karla Beaver, Administrator

In order to have a good, effective school ministry, we must have certain standards. These standards serve to pinpoint the spiritual qualifications desired by the church for its teachers and employees. These teachers and employees must set an example in their personal lives by maintaining a proper Biblical testimony.

I. Qualifications

- A. Have had a personal experience of salvation through the Lord Jesus Christ whereby you know you are saved.
- B. Is a member in good standing with Bible Baptist Church, unless exempted by the pastor.
- C. Have convictions concerning involvement in the world's habits, pleasures, fashions, etc., that would hinder your personal testimony.

II. Expectations

- A. Separation: Expected to abstain from the use of tobacco, all alcoholic beverages movies, dances, gambling, or any other habit/activity that would be detrimental to the testimony of Christ and Bible Baptist Church.
- B. Faithfulness: Expected to attend faithfully all services of the church unless provisionally hindered. This includes Sunday School, Morning Worship, Evening Worship, Mid-Week Prayer Service, Revival Meetings, Missions Conference, and any pertinent Workers Meetings. It should be pointed out that leaders should always be on time. (Someone has said, "If a leader is on time, he is fifteen minutes late.") All teachers and employees are expected to be faithful to the Lord and the Church in tithing.
- C. Loyalty: Expected to have a burden for lost souls and to actively participate in any opportunity to reach souls for Christ. This includes the following:
 1. Careful and prayerful preparation of lessons or assigned duties
 2. Personally prepare yourself, through prayer and supplication
 3. Have a personal interest in each individual in the School Ministry
 4. Faithfully attending staff and departmental meetings
 5. Willing to cooperate with Pastor, Administrator, and Supervisors
 6. Seek to determine each student's personal relationship to Jesus Christ
 7. Faithfully schedule in-home visits with parents

Keep in mind, our work is for Him. "Wherefore we labour, that, whether absent or present, we may be accepted of him." (II Corinthians 5:9) We are also told that as servants in God's work, we must be pure in both action and attitude; "...be ye clean that bear the vessels of the Lord." (Isaiah 52:11)

We should agree that leading, teaching, or working in the School Ministry is a privilege. We should accept these standards as personal achievement goals. Remember that we stand before our students, parents, and fellow church members representing the Lord. Our walk, attitude, fellowship with God, spiritual life, and willingness to improve have a direct impact on whether our students and parents understand clearly the Gospel message, or go away confused and discouraged.

Please sign, signifying you have read, understand, and intend to abide by these guidelines.

Date



1500 East Vine Street, Kissimmee, FL 34744

Ph: (407) 847-4087 Fax: (407) 932-2806

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Heritage Christian School exists for the purpose of Biblically Preparing Eternal Souls for the future. Our Mission Statement is as follows:

To know the love of Jesus Christ through examples and teaching; to learn the importance of showing this love to others; to acquire a life-style of Christian character, morality, respect, and responsibility; to participate in acquiring the finest education attainable in a school where expectations are constantly being increased; to be provided with a wide variety of co-curricular opportunities conducted in an atmosphere that exalts Jesus Christ; to find a daily atmosphere of love, joy, righteousness and respect.

Your interest in HERITAGE CHRISTIAN SCHOOL is appreciated. We invite you to fill out this application and return it to our school office. If an opening becomes available for which you may qualify, your application will be thoroughly reviewed and your references will be contacted. If we have continued interest in your candidacy, we will contact you to arrange for a personal interview.

We realize the key to a successful Christian school is its staff, and we are grateful for those who really love children and exemplify our Christian values. We look forward to receiving your application, and pray the Lord will fulfill His perfect Will in the lives of all applicants.

“The disciple is not above his master: but every one that is perfect shall be as his master.” –Luke 6:40

Application Personal Information						
Name (Last name first)					Social Security Number	
Present Street Address	Apt. No.	City	State	Zip	How Long?	
Previous Street Address	Apt. No.	City	State	Zip	How Long?	
On a separate sheet of paper, please list any additional addresses of residence over the past five years.						
Home Phone	Business Phone	Cellular/Mobile Phone		Email Address		

Employment Position		
Position Desired:	Date Available:	Salary Desired:
Are you employed now? Yes <input type="checkbox"/> No <input type="checkbox"/>	What is your reason for considering a change?	May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever applied to either Heritage Christian School or Bible Baptist Church before? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, for what position?	When?
Have you ever worked for either Heritage Christian School or Bible Baptist Church before? Yes <input type="checkbox"/> No <input type="checkbox"/>	In what capacity?	When?
What was your reason for leaving?		
How were you referred to Heritage Christian School?		
Please give a brief summary as to why you would like to work for Heritage Christian School:		

Education				
School Level	Name & Location	# Years	Graduate?	Subjects Studied:
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				
Please list any subjects of special or research work:				
Please list any special training:				
Please list any special skills:				
Please list any activities or sport which you would be capable of and willing to direct, sponsor, advise or coach. (Indicate grade or ability levels):				

Professional Qualifications		
<p>Please attach photocopies of college transcripts for any degrees you may have obtained.</p> <p>While a college degree is not required, it is an important consideration.</p> <p>Should you be offered a position, official copies of your transcripts will be required for inclusion in your personnel file.</p> <p>Please provide information below about any degrees you may hold. If necessary, you may continue on a separate sheet using the same format.</p>		
1. Degree:	Issuing Institution:	Date Received:
Major(s):	Minor(s):	
Special Studies:	Honors/Awards:	

2. Degree:	Issuing Institution:	Date Received:
Major(s):	Minor(s):	
Special Studies:	Honors/Awards:	

Teaching / Employment History			
Type of Certificate and Number (if applicable):	State Issued:	Subjects:	Certified In:

Teaching / Employment History

Please start with your current or most recent employer, and work backwards for the past ten years.
If necessary, you may make copies of this page or, following the same format, use a separate page.

1. Employer:		Position Held:		
Street Address:		City:	State:	Zip:
Start Date:	End Date:	Supervisor Name:	Supervisor Phone Number:	
Employment Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Reason for Leaving:		Starting Salary: Ending Salary:

2. Employer:		Position Held:		
Street Address:		City:	State:	Zip:
Start Date:	End Date:	Supervisor Name:	Supervisor Phone Number:	
Employment Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Reason for Leaving:		Starting Salary: Ending Salary:

3. Employer:		Position Held:		
Street Address:		City:	State:	Zip:
Start Date:	End Date:	Supervisor Name:	Supervisor Phone Number:	
Employment Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Reason for Leaving:		Starting Salary: Ending Salary:

4. Employer:		Position Held:		
Street Address:		City:	State:	Zip:
Start Date:	End Date:	Supervisor Name:	Supervisor Phone Number:	
Employment Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Reason for Leaving:		Starting Salary: Ending Salary:

5. Employer:		Position Held:		
Street Address:		City:	State:	Zip:
Start Date:	End Date:	Supervisor Name:	Supervisor Phone Number:	
Employment Status: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>		Reason for Leaving:		Starting Salary: Ending Salary:

Have you already signed a contract for next year with any other institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Christian School Preparation

1. Have you had any courses in the Christian Philosophy of Education? If so, where and when?

2. Have you had any other courses giving specific training for Christian schools? If so, please give details.

References

Please provide professional references qualified to speak of your professional training and experience, and personal references qualified to speak of your spiritual experience, Christian service and character. Do not list family members or relatives as references.

Name:	Complete Address:	Phone:	Position:

Educational Philosophy Data

1. Comment briefly on what you believe to be your strengths and weaknesses as a professional in a teaching-learning situation.

2. Heritage Christian School believes that the aim of Christian education is to teach students how to live for God in a non-Christian world. State how you might teach that standard:

Personal Response Data

1. Please give a statement of your personal relationship with Jesus Christ:

2. Have you ever led a child or youth to Christ?

3. What is your philosophy on discipline?

4. What is your attitude toward physical punishment?

Church Service / Statement of Faith

1. Denominational Preference:

2. What is your local church affiliation?

3. Are you presently a member in good standing? How many years?

4. In what church activities are you involved, and to what degree of regularity?

5. What other Christian service have you done since becoming a Christian?

6. ***In your own handwriting***, on a separate sheet, briefly share your Christian testimony.