



Heritage Christian School

225 Newton Avenue
Bridgeport, WV 26330
(304) 842-1740
Fax 842-1750

ADMINISTRATIVE ASSISTANT APPLICATION

SECTION A: General Application

Please print in ink or type all information. Please continue on a separate piece of paper if you do not have enough room on this application.

I. PERSONAL INFORMATION

Position applying for _____

Name _____ Date _____
(Last) (First) (Middle)

PERMANENT ADDRESS

(Street) (City) (State) (Zip)

PRESENT ADDRESS

(Street) (City) (State) (Zip)

Telephone Number: _____

Date Available: _____

Employment at HCS is open to qualified individuals who are Christians of good character, without regard or reference to race, biological gender, national or ethnic origin, color, age, or disability. HCS is a religious ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Heritage Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

II. EDUCATION

List all the educational institutions attended beyond high school in chronological order. Indicate whether credit hours earned are semester or quarter hours, as well as those that are graduate hours.

NAME OF INSTITUTION	LOCATION	DEGREE/ PROGRAM	GPA

III. EXPERIENCE

A. Work experience other than educational

EMPLOYER & LOCATION	POSITION & TYPE OF WORK	DATES & REASONS FOR LEAVING

B. Present employer _____

Address _____ Phone _____

Name of immediate supervisor _____

Why do you desire to make a change from your present position?

C. Please explain if you have ever been fired from any position. _____

D. Have you ever used illegal drugs? ☐ yes ☐ no

If yes, please explain _____

E. Have you ever been arrested for convicted of or pled guilty or no contest to a crime (including DUI or worthless checks) other than a routine traffic violation? **If you are in doubt**, be sure to include. ☐ yes ☐ no

If yes, provide the following:

Date(s) _____

Place(s) _____

Charge(s) _____

Note: A criminal background check is required by Heritage Christian School and will be conducted on individuals recommended for employment. A conviction will not necessarily prevent you from being selected. Our policy requires applicants to answer questions truthfully. **Any false statements will make you ineligible for employment.*

IV. Special Qualifications

A. Filing? _____ Typing? _____
Bookkeeping? _____ Other? _____
Computer Skills (list) ? _____

B Check if you have special interest, training, or experience in any of the following:

____ Sports (specify) ____ Yearbook ____ Library
____ Newspaper ____ School Programs ____ Photography
____ Bookkeeping ____ Missions
____ Foreign Language (specify) ____ Other (specify)

Along these lines you may wish to report on activities or services that you have guided or assisted.

- C. Discuss relevant experience you have had in a school setting:

V. CHRISTIAN EXPERIENCE

- A. Give your own definition of a Christian.
- B. What kind of assurance have you had that Christ is your personal Lord and Savior and for how long?
- C. Give a brief account of your Christian experience
- D. Briefly describe your present relationship with the Lord.
- E. What is your denominational preference?
- F. In what church are you an active member/participant?
- G. What Christian activities or services have you been involved with since becoming a Christian? (Example: Sunday school teacher, vacation Bible school, youth group, etc.)
- H. What does your personal study of the Bible consist of now?

REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application.

A. List below those references who can testify to your character and/or teaching ability:

1. Pastoral – the pastor of the local church you are now regularly attending.

Church _____ Phone _____

Address _____

Pastor _____ Length of Acquaintance _____

2. Professional – someone who has supervised your work

Name _____ Phone _____

Address _____

Relationship _____ Length of Acquaintance _____

3. Christian Friend – a non-relative who has known you for a number of years.

Name _____ Phone _____

Address _____ Length of Acquaintance _____

4. Professional – a professional colleague

Name _____ Phone _____

Address _____

Position _____ Length of Acquaintance _____

B. Does anyone on the Board or staff of Heritage Christian School have a personal knowledge of your character or teaching ability?

Name _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Heritage Christian School, Inc. does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Heritage Christian School, Inc. to thoroughly interview the primary references which 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 the school to thoroughly investigate my work records, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers 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 the Heritage Christian School Inc., my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Heritage Christian School, Inc.

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 Heritage Christian School, Inc. to conduct a criminal records check.

I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date

HERITAGE CHRISTIAN SCHOOL, INC.

Authorization To Release Reference Information

I have made application for a position as a _____ with Heritage Christian School, Inc. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers 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 the Heritage Christian School, Inc. my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Heritage Christian School, Inc.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date

HERITAGE CHRISTIAN SCHOOL, INC. CHRISTIAN CONCILIATION AGREEMENT

“The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall be settled by biblically based mediation. If the resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration.

The parties agree for the arbitration process to be conducted in accordance with the Christian conciliation Rules of Procedure contained in the Peacemaker ministries booklet *Guidelines for Christian Conciliation*. Consistent with these rules, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the rules of procedure, the arbitrator shall issue a written opinion within a reasonable time.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Heritage Christian School, Inc., agrees to pay all fees and expenses, which may be required by the mediator, case administrator, and/or arbitrator, related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation, or, if to arbitration pursuant to the ICC Rules of Procedure, with the intent to minimize costs and delays to the parties. They will seek to cooperate with each other and may request the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of an arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against each another in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.”

Signature of Applicant

Date

Applicant Declaration of Ethical and Moral Integrity

As an applicant for a position at Heritage Christian School, and its ministries, I (print name)

recognize, understand, and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal, moral, and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct.

Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Heritage Christian School.

Applicant's signature _____

Date _____

Administrator's signature after discussing the form with applicant:

Date _____

Heritage Christian School

STATEMENT OF FAITH

Section 1 - The Scriptures Inspired. The Bible is the only inspired Word of God, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason, but not contrary to reason. (2 Tim. 3:15-17; 1 Peter 1:23-25; Heb. 4:12)

Section 2 - The One True Godhead. The triune Godhead is comprised of three (3) separate and distinct personalities, The Father, The Son, and The Holy Spirit, who are eternally self-existent, self-revealed and function as one entity. Jesus Christ, who is God manifested in the flesh, is the second member of the Godhead, co-equal and co-eternal with The Father and The Holy Spirit.

Section 3 - Man, His Fall and Redemption. Man was created good and upright, for God said, "Let us make man in Our image, after Our likeness." But, man, by voluntary transgression, fell and his only hope of redemption is in Jesus Christ the Son of God (Genesis 1:26-31, 3:1-7; Romans 5:12-21).

Section 4 - The Salvation of Man.

(a) Man's only hope of redemption is through the shed blood of Jesus Christ. On the cross Jesus Christ became sin and sickness providing both salvation and divine healing for all mankind (Psalm 103:3), being justified freely by His Grace through the redemption that is in Christ Jesus. For by grace we are saved through faith. "The word is near you, in your mouth and in your heart—that is, the word of faith which we are preaching, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation" (Romans 3:24; Ephesians 2:8; Romans 10:8-10).

(b) The evidence of Salvation. The inward evidence to the believer of his salvation, is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness. "And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us" (1 John 3:23).

(c) Faith and Works. Salvation is by faith in Jesus Christ and not by human works; however, our works will determine the rewards in eternity (Romans 10:9-10 and II Cor. 5:10).

Section 5 - The Holy Spirit. We believe in the personhood of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding. (John 3:5, 14:26; 1 Cor. 6:19.)

Section 6 - The Ministry. The Ministry is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in Heaven (Ephesians 1:22; 2:19-22; Hebrews 12:23).

Section 7 - Blessed Hope. Jesus is coming again to gather all His Saints to Heaven (I Cor. 15:51-52; I Thess. 4:16-17; and II Thess. 2:1).

Section 8 - The Lake of Fire. Those who have not accepted the redemptive work of Jesus Christ will suffer eternal separation from the Godhead. The devil and his angels, the beast and the false prophet, and

anyone whose name was not found written in the book of life, shall be consigned to everlasting punishment in the lake of fire which burns with brimstone. This is the second death, the lake of fire (Rev. 19:20; 20:10-15).

Section 9 - The Millennial Reign of Jesus. The return of our Lord Jesus Christ with His Saints from Heaven to rule and reign for one thousand years on earth as the Scriptures promised (Romans 11:25, 27; 2 Thess. 1:7; Rev. 19:11-16; 20:1-7). After this, there shall be a new heaven and a new earth (Rev. 21).

Section 10 - Christian Life.

(a) Family; Household. “Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ.” (1 Peter 4:8-11) Children, obey your parents; this is the right thing to do because God has placed them in authority over you. Honor your father and mother. This is the first of God’s Ten Commandments that ends with a promise. And this is the promise: that if you honor your father and mother, yours will be a long life, full of blessing. And now a word to you parents. Don’t keep on scolding and nagging your children, making them angry and resentful. Rather bring them up with the loving discipline the Lord himself approves, with suggestions and godly advice” (Ephesians 5:22-31, 33-6:4 (LB)).

(b) Marriage. It is the overwhelming testimony of the God-breathed Holy Scriptures that the marriage covenant shall be reserved only for one man with one woman. “You wives must submit to your husbands’ leadership in the same way you submit to the Lord. For a husband is in charge of his wife in the same way Christ is in charge of his body the Church. (He gave his very life to take care of it and be its Savior!) “A Man must leave his father and mother when he marries, so the two shall be one.” “So again, I say, a man must love his wife as a part of himself: and the wife must see to it that she deeply respects her husband—obeying, praising and honoring him.” (Ephesians 5:33)

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the Corporation and its Board of Directors, officers, employees, parents, students, volunteers and agents will only recognize marriages between a biological man and a biological woman. Finally, the facilities and property of the Corporation shall only host weddings between one man and one woman. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor. 6:9-10.)

(c) Biological Gender. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

(d) Adultery; Immorality. "Thou shalt not commit adultery" (Exodus 20:14). "...try hard to live without sinning; and be at peace with everyone so that he will be pleased with you when he returns" (II Peter 2:14 (LB)). "You shall not commit adultery. But I say: Anyone who even looks at a woman with lust in his eye has already committed adultery with her in his heart" (Matthew 5:27-28 (LB

(e) Drunkenness; Drugs "Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God" (I Cor. 6:10 (LB)). "Don't drink too much wine, for many evils lie along that path; be filled instead with the Holy Spirit, and controlled by Him" (Ephesians 5:18 (LB)). "For the drunkard and the glutton shall come to poverty; and drowsiness shall clothe a man with rags" (Proverbs 23:21).

(f) Homosexuality. "You shall not lie with a man as with a woman; it is an abomination" (Leviticus 18:22). "Don't you know that those doing such things have no share in the Kingdom of God? Don't fool yourselves. Those who live immoral lives, who are idol worshippers, adulterers or homosexuals will have no share in his Kingdom..." (I Cor. 6:9-10).

(g) Sanctity of Human Life. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

(h) Forgiveness. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

(i) Love. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the corporation.

(j) Unity in Christ. We believe that in order to preserve the function and integrity of the Corporation as the local Body of Christ, and to provide a biblical role model to those who serve in and/or with the Corporation and the community, it is imperative that all persons employed by the Corporation in any capacity, or who serve as volunteers, as well as students and parents, agree to and abide by this Statement of Faith. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

(k) Statement of Faith Not Exhaustive. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Corporation's faith, doctrine, practice, policy, and discipline, our Board of Directors is the Corporation's final interpretive authority on the Bible's meaning and application.

Affirmation & Agreement:

I, _____, agree with the above Heritage Christian School, Inc. Statement of Faith and am willing to comply with and abide by it.

Signed _____ Date _____