



Hickory Christian ACADEMY

Application for Non-Teaching Employment

Date of Application: _____

Position Information

Position Desired: _____ Full Time/Part Time/Substitute
(Circle One)

Date Available: _____ Birth Month _____ Day _____

Personal Information

Full Name: _____ SS#: _____

Address: _____

Phone: Day _____ Evenings _____ Cell _____

Email: _____

Spouse's name: _____

Children: name/ages _____

Describe the state of your current health _____

List your hobbies and personal interest: _____

Professional Qualifications

Formal Academic Training

List all degrees that you currently possess:

DEGREE	DATE RECEIVED	ISSUING INSTITUTION	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major(s): _____

Minor(s): _____

Formal School employment experience

If you have no school experience, skip to the next section

	<u>School, Address, Phone</u>	<u>Grade / Subject Taught</u>	<u>Dates of Employment</u>
1)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
3)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Reason for leaving your most recent position _____

To what degree are you familiar with Classical and/or Christian Philosophy and curriculum? _____

Other

List any other professional/experiential advantages that you have had including training and opportunities for travel. _____

Preferences

Are you particularly qualified or gifted in any of the following?

Art _____ Drama _____ Physical Education _____

Foreign Language _____ (which language? _____)

Music _____ (which? Vocal/Instrument/Both)

Sports or Coaching: _____ (which?)

Bus Driving _____ Office Skills (specify) _____

Other: _____



Work History

Please list work history other than school experience (most recent first).

- 1) Employer Name & Address: _____

Immediate Supervisor: _____
Dates of Employment: _____ Phone: _____
Description of work: _____ Position: _____
Reason for leaving: _____
- 2) Employer Name & Address: _____

Immediate Supervisor: _____
Dates of Employment: _____ Phone: _____
Description of work: _____ Position: _____
Reason for leaving: _____

Have you ever been charged or accused of any child abuse or other unlawful action toward children? [Yes / No] If Yes, provide details: _____

Have you ever been convicted of a felony? [Yes / No] If Yes, provide details: _____

Will you give HCA permission to perform an online background check to verify eligibility? (Permission form is attached) [Yes / No]

References

Please provide 2 personal and 2 professional references below:

Personal:

1) Name: _____ Address: _____
Relationship: _____ Phone: _____

2) Name: _____ Address: _____
Relationship: _____ Phone: _____

Professional:

1) Name: _____ Address: _____
Relationship: _____ Phone: _____

2) Name: _____ Address: _____
Relationship: _____ Phone: _____



Christian Background and Personal Philosophy

1. Do you whole-heartedly agree with the Hickory Christian Academy Statement of Faith and Educational Philosophy(attached)? [Yes / No]
2. What is your local church affiliation? _____
3. Pastor's Name _____ Phone _____
4. Are you presently a member in good standing? [Yes / No] Years _____
5. How are you currently ministering through your local church? _____

6. In order to avoid being a stumbling block for your students, are you willing to abstain from public use of tobacco and alcohol while under contract with our school? [Yes / No]

Please answer the following questions on a separate sheet of paper.

7. Briefly give your Christian Testimony (including salvation experience) and give highlights of what God is currently doing in your life.
8. What in your judgment are the key dimensions of Christian Education?
9. Why do you desire to work at Hickory Christian Academy?
10. Briefly describe how you would use your gifts and skills to assist in HCA's mission to help each child reach his/her maximum academic potential.

Signed _____ Date _____



Please return this completed application to:

Hickory Christian Academy
3260 6th St. Dr. NW
Hickory, NC 28601
Ph: (828)324-5405



SCHOOL STATEMENT OF FAITH

The following is the foundation of beliefs on which Hickory Christian Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Hickory Christian Academy. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise they will be referred back to God's Word as the final authority under the guidance of the family.

1. We believe the Bible to be the only inerrant, authoritative Word of God. (*II Timothy 3:16-17, II Peter 1:21*)
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. We believe He has all authority and power and whatever He purposes will come to pass. (*John 10:30, 37, 38; Genesis 1:1*)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrew 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16*)
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (*Romans 3:19, John 3:16-19; John 5:24; Ephesians 2:8-10; Titus 3:5-6*)
5. We believe that "all have sinned and fall short of the glory of God" and are, therefore, separated from God and deserve death. (*Romans 3:23; Romans 6:23*)
6. We believe that Jesus Christ died for our sins so that our fellowship with God could be restored, and we could live righteously. (*I Peter 2:24*)
7. We believe in the cleansing from sin through confession and repentance to God through the Lord Jesus Christ. (*I John 1:9; Acts 3:19*)
8. We believe that there is salvation in no other Person than Jesus Christ, and 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." (*Acts 4:12; Romans 10:9; John 14:6*)
9. We believe that salvation is by grace through faith alone; it is the free gift of God. (*Ephesians 2:8-9; Romans 6:23*)
10. We believe that faith without works is dead. (*James 2:17, 26*)
11. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (*Ephesians 4:30; I Corinthians 3:16; I Corinthians 6:19-20*)
12. We believe all Christians are commissioned to go and make disciples and to teach them to obey God's commands. (*Matthew 28:19-20*)
13. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation. (*John 5:28-29*)
14. We believe Jesus Christ unites all believers through the indwelling power of the Holy Spirit. (*Galatians 3:26-28; I Corinthians 12:12-13*)
15. We believe that the Church is being prepared as the eternal bride of Christ, and is reflected on earth through marriage between one man and one woman. (*Rev. 19:6-8; Eph. 5:22-33; Hebrews 13:4*)
16. We believe that God immutably creates each person to reflect His image as specifically male or female. (*Gen. 1:27; Gen. 5:2; Matt. 19:4*)



**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK
IN COMPLIANCE WITH THE FCRA and the DPPA
(Fair Credit Reporting Act and the Federal Driver's Privacy Protection Act)**

Date: _____ Driver's Lic # _____ State Issued _____

_____ Last Name First Name Middle Initial

_____ Maiden and/or Other Last Names Used

_____ Current Address City and County State and Zip Code

_____ Date of Birth Social Security Number Circle One:
Male / Female

This authorization and consent for release of personal information acknowledges that

Hickory Christian Academy (Hereafter referred to as "Company") and/or its agent, Secure Search, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Secure search, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer who has contracted with **Secure Search 558 Castle Pines Pkwy., Unit B-4, #137 Castle Rock, CO 80108** at telephone number (866) 891-1954. After reading this document, I fully understand its contents and authorize the background verification.

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) YES NO
If YES, please provide an explanation below:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? YES NO
 If YES, Please provide an explanation below:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense? YES NO
 If YES, Please provide an explanation below:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? YES NO
 If YES, Please provide an explanation below:

5. As of the date of this authorization, do you have any pending criminal charges against you? YES NO
 If YES, Please provide an explanation below:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT OR VOLUNTEER POSITIONS WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE EMPLOYER.

I signed this _____ day of _____, 20____

Applicant (Print Name) _____

Applicant Signature _____



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