

HAYWOOD CHRISTIAN ACADEMY

APPLICATION FORM - NON-FACULTY

Your interest in Haywood Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office.

We realize that the key to a successful organization is its people. We are seeking applicants who are professionally qualified and who, by the pattern of their lives, are Christian role models. Our mission is to develop Christian leaders by providing an excellent educational experience on a foundation of Biblical truth.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

SECTION I	PERSONAL DATA
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Cell Phone _____

Home Phone _____

Last Name _____ First Name _____ Middle Name _____

E-mail Address _____ Date of Birth _____

Present Address _____
Number Street City Zip Code

Permanent Address _____
(If different)

Length of time at this address _____

List any additional addresses were you have resided at any time during the past five years:

Please indicate 1, 2, 3 choice in the parenthesis.

() Custodian Services () Office Administration () Supplemental Instruction

() Information Technology () Food Services () Transportation () Other

Specify Position desired: _____

Full time _____ Part time _____ Substitute _____

How did you learn about the position for which you are applying? _____

Why do you desire to teach in a Christian school and especially at Haywood Christian Academy? _____

What do you feel qualifies you for this position? _____

Can you submit verification of your legal right to work in the US? Yes _____ No _____

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. Indicate grade or ability levels.

SECTION II

CHRISTIAN BACKGROUND

*** In your own handwriting, on a separate piece of paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith see, (www.haywoodchristianacademy.org) and indicate your degree of support.

_____ I fully support the Statement as written without mental reservations.

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes _____ No _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved in and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian? _____

SECTION III EDUCATION AND PROFESSIONAL BACKGROUND

	Name of Institution	Location		Dates Attended		Graduation Date	Degree or Semester Hours
		City	State	From	To		
HIGH SCHOOL							XXXXXXXXXX
							XXXXXXXXXX
COLLEGE/UNIVERSITY (Undergraduate)							
GRADUATE OR EXTENSION STUDY							

College Major _____ Sem Hrs. _____ Minor _____ Sem Hrs. _____

SECTION IV EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of employment _____
 Employer _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

2. Position _____ Dates of employment _____
 Employer _____
 Address _____
 Supervisor's Name and Phone Number _____
 Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

Have you served in the military? Yes _____ No _____ If yes, what type of training or education did you receive?

SECTION V

GENERAL REFERENCES

Give three references that are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

	Name/Complete Address	Phone	Position
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

SECTION VI

APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Haywood Christian Academy 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 and evaluations, 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 school, 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the SBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as are necessary for such an investigation. I authorize the school 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 the time.

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

Signature of Applicant

Date

HAYWOOD CHRISTIAN ACADEMY

FOUNDATIONAL STATEMENTS

According to the Bible, parents and guardians are responsible for the training of their children (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). Haywood Christian Academy serves as a partner with parents in providing an excellent education on a foundation of Biblical truth. Harmony between home and school provides the best environment for godly training to take place. We seek to nurture development of essential character traits in the lives of our students consistent with our Core Values and Statement of Faith.

CORE VALUES

CHRIST-CENTERED – Godly living requires a lifestyle that exhibits the fruit of the spirit and flees from the acts of our sinful nature. Our standards for Christ-centered living are found in God’s Word, and our desire must be one with God and His holiness to model this lifestyle before others (Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1:13-16, 2: 9-10; 1 Cor. 6: 12-20; Prov. 23:29-35; Phil. 4:8; Rom. 8:6-8).

INTEGRITY – We believe in maintaining a lifestyle that is above reproach. A Christian should be honest, moral, and trustworthy in all his dealings, fostering relationships that are built on trust and moral character (Titus 1:8; Job 27:5, Prov. 11:3, 20:11; 1 Kings 9:4; Ps. 15).

RESPECT – We believe in an attitude that highly esteems those placed in authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gave us Biblical command to honor them for our own good (Rom 13:1-7, Heb. 13:7, 1 Peter 2: 13-21; 1 Thess. 5: 12-13).

PERSONAL-LEADERSHIP – We believe that individuals should exhibit self-discipline in their thoughts, words, and actions as they rely on and are guided by the Holy Spirit. This provides an opportunity for positively influencing our relationships, community, and culture. (Gal. 5:22-26; Job 5:17; Prov. 16:32, 25-28; 1 Tim 4:7-8).

WISDOM – “The fear of the Lord is the beginning of wisdom” Prov. 9:10. We believe that wise living is understanding what is true and doing what is right. Wisdom comes from God and our respect for Him. God calls us to respond to correction with a teachable spirit, allowing Him to mold us into vessels for His glory (Prov. 1:7, 20-33; Prov. 2:1-22: Prov. 4:7).

THANKFULNESS – We believe in fostering an attitude of gratefulness. Acknowledging that God’s providential hand allows things to enter our lives that are intended for our “good” will help us instill in our students an attitude of gratefulness (Phil. 4:6, 7; 1Thes. 5:18; Col. 2:7; Eph. 5:20).

SERVICE – Christ set the example of living a life that is not self-centered, rather, one of service to others. HCA seeks to serve Christ as we show our love to others through service to our community (Eph. 5:21; Phil. 2:3-11; James 4: 6, 10).

ETERNAL FOCUS – Keeping the end in mind. We believe that the focus of Christ-centered living is the realization that only what is done for eternity counts (James 4:14; Matt. 6:33; Matt. 6: 19-21).

STATEMENT OF FAITH

GOD’S HOLY WORD – We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim. 3:16; 2 Peter 1:21).

THE TRINITY – We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30).

CHRIST – We believe in the deity of Christ, His virgin birth (Isa. 7:14; Matt. 1:23; Luke 1:35), His sinless life (Heb. 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Cor. 15:3; Eph. 1:7; Heb. 2:9), His resurrection (John 1:11-25), His Ascension to the right hand of the Father and His personal return in power and glory.

SATAN – We believe in the existence and operating power of a real and personal being opposed to all righteousness and exalting himself against all that God is and has, the evil one called Satan or Devil (Isa. 14:12-15; Eph. 2:2)

CREATION – We believe that God created the universe out of nothing. Man and woman were the crown of His creation being created in His own image (Gen. 1:1, 1: 26-27; Heb. 11:3).

MAN – We believe that God created man in His own image and in a state of innocence, but that through temptation he willfully transgressed and became dead in trespasses and sin, whereby his posterity inherits a corrupt nature, being born in sin and under condemnation (Gen 1:26, 3:6-7; Rom 3:23, 6:23).

SALVATION - We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved (John 3:16-19, 5:24; Rom. 3:23, 5:8-9; Eph. 2:8-10; Titus 3:5).

ETERNAL DESTINY – We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life to dwell eternally in a literal place called Heaven, and they that are lost unto the resurrection of damnation to dwell eternally in a literal place called Hell (John 5:28-29).

SECOND COMING – We believe in the hope of the imminent, visible, and bodily return of Christ Jesus (Acts 1:10-11).

MARRIAGE – God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Therefore, we believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman (Genesis 1:27–28; 2:21–24, Matthew 19:4–9; Mark 10:5–9; Ephesians 5:22–33).

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).

Applicant’s Signature

Date

Head of School Signature

Date

HAYWOOD CHRISTIAN ACADEMY

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at HAYWOOD CHRISTIAN ACADEMY, I (print name) _____ recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate sexual conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, transgender and/or gender identity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's Signature

Date

Head of School Signature *after* discussion with applicant

Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws nigh a firm line against casual and illicit sex.” Hebrews 13:4 The Message

“A pupil is not superior to his teacher, but every one (when he is) completely trained – readjusted, restored, set to rights, and perfected – will be like his teacher.” Luke 6:40 The Amplified Bible

HAYWOOD CHRISTIAN ACADEMY

LIFESTYLE STATEMENT

HAYWOOD CHRISTIAN ACADEMY is a religious, non-profit organization representing Jesus Christ throughout the evangelical community worldwide.

HAYWOOD CHRISTIAN ACADEMY requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

HAYWOOD CHRISTIAN ACADEMY'S Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

HAYWOOD CHRISTIAN ACADEMY believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

That to preserve HAYWOOD CHRISTIAN ACADEMY'S function and integrity, its employees must be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12), maintaining a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of HAYWOOD CHRISTIAN ACADEMY that each employee will have a lifestyle where "...He might have the pre-eminence." Col. 1:18.

Signature

Date

Head of School Signature

Date