

DECATUR HERITAGE CHRISTIAN ACADEMY

P. O. Box 5659
Decatur, Alabama 35601-0659

Telephone 256-351-4275
Fax Number 256-355-4738

NON-FACULTY APPLICATION FOR EMPLOYMENT

PERSONAL DATA

Application Date: _____ Date Available: _____

Full Name: _____

Current Address: _____

Phone: Day (____) _____ Evening (____) _____

E-mail Address: _____ Cell Phone(____) _____

Permanent Address and Phone (if different from current):

Position Desired: _____

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

Decatur Heritage Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, or age in the hiring of faculty or administrative staff or in administration of its educational policies, admissions policies, financial aid programs or other school-administered programs.

PROFESSIONAL QUALIFICATIONS

Training

Please indicate the degrees you have earned, the date the degree was received, and the institute where the degree was earned. Please include a current resume.

Degree	Date	Institution	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What was your major field(s) of study_____

What were your minor field(s)of study?_____

List any awards or honors you received:_____

Please indicate any additional college classes or training workshops taken, the name of the institution or provider and dates._____

List any other educational or life experiences you have had that would be an advantage to you in this role at Decatur Heritage.

Work Experience

List all of your work experience:

Place	Position	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other relevant experience (e.g. volunteer) you may have had:

Place	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

List below references (at least two personal and two professional) who can testify as to your character and ability (include a pastor and your last supervisor). A written reference form may be sent to them on your behalf.

Name	Telephone Number	Complete Address	Relationship (Personal/Professional)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHRISTIAN BACKGROUND

On a separate sheet of paper, give a brief account of your salvation and Christian experience to date.

What is your local church affiliation?_____

Pastor's Name:_____

Church Address and Telephone Number:_____

Are you active in your church?_____ In what capacity?_____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes_____ No_____

QUESTIONNAIRE

To help us to have a better understanding of your commitment to Christian education, please complete this questionnaire. Please consider each question and answer on a separate sheet of paper.

1. What is your motive in seeking a position in a Christian school?
2. What do you believe is the unique function of the Christian school?
3. What would you rate as your greatest strength in relating to children? Your greatest limitation?
4. How do you view your role as a communicator to parents?
5. In what ways will you relate scriptural principles to the children placed under your influence?
6. What is your philosophy of discipline?
7. What is the most influential book you have read (in addition to the Bible) or seminar you have attended which had an impact on your thinking in terms of mentoring children?

Immediately following, you will find three documents requiring your complete agreement. Please read carefully, print your name, sign and date in the spaces provided. If hired, these documents, along with this initial application, will become a part of your permanent personnel record.

Decatur Heritage Christian Academy

MISSION STATEMENT

The mission of Decatur Heritage Christian Academy is to assist families by providing their children with an education that is excellent and which instills Biblical principles to guide their lives.

STATEMENT OF FAITH

The Godhead

We believe in one God, eternally in three persons: Father, Son, and Holy Spirit; these three identical in essence, equal in power and glory and possessing precisely the same attributes and perfection.

The Holy Scriptures

We believe the Scriptures, both Old and New Testaments, to be the verbally inspired Word of God, written by men under God's control, inerrant and infallible in the original manuscripts, and the final authority in faith and life.

The Condition of Man

We believe that man, male and female, was created in the image and likeness of God in innocence and without sin, but that in Adam's sin the race fell, inherited a sinful nature, became spiritually dead and alienated from God, and now man in and of himself is incapable of remedying his lost depraved condition. We believe that biblical marriage is limited to a covenant relationship between a man and a woman as a picture of the covenant relationship between Jesus Christ and His Bride, the Church.

The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal son of God, became man without ceasing to be God, having been conceived of the Holy Spirit and born of a virgin, in order that He might reveal God and redeem sinful man. This redemption He accomplished by voluntarily giving himself as a sinless substitutionary sacrifice on the cross, thereby satisfying God's righteous judgments against sin. After substantiating the accomplishment of that redemption by His bodily resurrection from the grave, He ascended to the right hand of His Father where He intercedes on behalf of those who trust Him.

Salvation

We believe that salvation is the gift of God's grace, freely bestowed upon all who put their faith in the finished work of Jesus Christ at Calvary, apart from human meritorious work. All who so trust the Savior are forgiven of their sins and born into the family of God by the regenerating work of the Holy Spirit.

Please sign and date below.

Name

Date

Applicant’s Declaration of Moral and Ethical Integrity

As an applicant for employment with unsupervised access to children at Decatur Heritage Christian Academy, I (print name)_____ recognize, understand, and agree to live by the moral and ethical standards of the school, including but not limited to the following:

Decatur Heritage Christian Academy requires that employees should maintain a lifestyle based on biblical, not cultural, 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, or any other violation of the unique roles of males and females (Romans 1:21–27, 1 Corinthians 6:9–20). DHCA believes that biblical marriage is limited to a covenant relationship between a man and a woman as a picture of the ultimate covenant relationship between Jesus Christ and His Bride, the Church. DHCA employees will maintain a lifestyle based on those 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 DHCA that each employee will have a lifestyle in which He “might have the preeminence” (Colossians 1:18, KJV).

The biblical and philosophical goal of DHCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at DHCA all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Those same understandings drive our hiring decisions and subsequent expectations for our employees as role models for our students. Thus, DHCA retains the right to refuse or terminate employment to any individual who engages in sexual immorality, including any potential or existing employee who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any potential or existing employee who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

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 any inappropriate conduct with minors nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law. Furthermore, I declare that I have never been convicted of a related offense.

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 and Christian role model requirements of Decatur Heritage Christian Academy.

Applicant’s Signature

Date

Headmaster’s Signature

Date

Applicant’s Certification and Agreement

I understand that Decatur Heritage Christian Academy 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 Decatur Heritage Christian Academy to thoroughly investigate references, evaluations, education, and other records and matters related to my suitability for employment at Decatur Heritage Christian Academy.

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 Decatur Heritage Christian Academy, 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 criminal background check. Therefore, 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 to be unfavorable or to reflect adversely on the school or on me as a Christian role model. I understand that this is only an application and that no employment contract is being offered at this time.

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

Applicant’s Name (print)

Social Security Number

Applicant’s Signature Date

Driver’s License Number State