



Teacher Employment Application

PERSONAL DATA			
Last Name		First Name	MI
Other Name(s) (If used in previous employment or college records)		Social Security Number	
Permanent Address - Number and Street		City	State Zip
Current Phone	Cell Phone	Email address	

POSITION SOUGHT			
Early Childhood Education	Preferred Level:	Employment status: _____ Full Time _____ Part Time	
Elementary Education (K-6)	Preferred Grade:		
Secondary Education (7-12)	Subject:	Preferred level: ___ Elementary ___ Middle ___ High	
Specialty Area: (art, music etc.)	Subject:	Preferred level: ___ Elementary ___ Middle ___ High	
Special Education		Preferred level: ___ Infant-Primary ___ 1-8 ___ 6-adult	
Other (e.g. Guidance, speech, OT, PT, Reading teacher/specialty):			

EMPLOYMENT STATUS	
Are you presently under contract with a school system?	_____ Yes _____ No
Have you ever been dismissed or asked to resign?	_____ Yes _____ No
If your answer to the above question is "yes", please provide details on a separate sheet of paper, and return with this application.	
Have you ever been employed by Harvest Christian Academy or Harvest Bible Chapel in the past?	_____ Yes _____ No
Are you presently under contract for next year?	_____ Yes _____ No

EDUCATIONAL BACKGROUND							
Schools Attended	Location City & State	Attendance		# of Sem. Hours Completed	Major Area or Areas	Graduation Mo / Year	Degree Diploma Certificate
		From Mo / Year	To Mo / Year				
High School							
College(s)							
Other Languages spoken:							

A photocopy of your transcripts is acceptable for evaluation of your application. All transcripts become the property of Harvest Christian Academy. Final official transcripts may be required for employment.

CERTIFICATION

(Enclose copy of certificate) List all professional certificates, including expired certificates		Date Issued Mo / Day / Yr			Date Expired Mo / Day / Yr		
Illinois Certificate held, if any	Area(s) of Certification						
Other State Certificate(s)	Area(s) of Certification						
Other professional licenses, certificates or equivalent experience.							
Please list and explain any background, coursework or experience in teaching Bible.							
Indicate student teaching / practicum / clinical experience. Include name of school.							

MILITARY SERVICE

Branch:	Years of full-time service:
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TEACHING/PROFESSIONAL EXPERIENCE

(Do not include student teaching or per diem substitute teaching.) List professional experiences chronologically, beginning with the most recent experience. Please be sure of accuracy of dates. Salary credit will be considered for previous teaching experience in grades K-12 in an accredited school. Verification may be required. It less than full time, state hours per week under "Hours/Week."

Name of School	School System With Address and Phone	Grade and/or subject	Month & Year		Hours/ Week	Reason for Leaving	Principal / Supervisor
			From	To			

If you have had a break in service, please state reasons:

TEACHER NARRATIVE SECTION

Please comment, in your own handwriting, on the following questions:

If space is limiting, please provide details on a separate sheet of paper, and attach to this application.

Professional

Please offer a brief explanation of your view and practices regarding classroom discipline.

Please offer a brief explanation and description regarding your philosophy and/or style of teaching methodology.

Please offer a brief description of how you would integrate biblical truth into your specific subject matter.

Spiritual

Please offer an explanation of your relationship with Jesus Christ (your personal testimony).
Should you have this statement on a separate sheet please attach it to this completed Application.

Please list your current church affiliation as well as any roles or responsibilities within your church body.

Please offer an overview of your family situation (single, married, divorced, remarried, age of children, etc.)
Please include several factors or principles that have been significant in your family's life and spiritual growth.

Doctrinal Statement

Please review the following statement of Harvest Christian Academy's doctrine and beliefs.

1. We believe in the only true God. We believe that the Godhead eternally exists in three persons, the Father, the Son and the Holy Spirit. (John 17:3; Matthew 28:19-20)
2. We believe in the total deity of the Lord Jesus Christ. We believe He is the manifestation of God in the flesh. We believe He was born of the virgin Mary. (John 1:1,14,18; John 14:8-9; I Timothy 3:16)
3. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ during this age. (Romans 8:9-17)
4. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writings, and that they are of supreme and final authority in faith and life. We recognize no other revelation in writings or in life other than the Old and New Testament and Jesus Christ. (II Timothy 3:16)
5. We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless state. We believe that without exception every man is totally depraved and needs a Savior. (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32)
6. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice. We believe that all who by faith receive Him as their personal Savior are justified on the basis of His blood shed on Calvary. (Romans 5:8; 10:9-10)
7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as high priest and advocate. (Romans 8:34; I Corinthians 15:3-8)
8. We believe in "that blessed hope," the personal, pre-millennial and imminent return of our Lord and Savior, Jesus Christ. (I Thessalonians 4:13-18)
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost. (Revelations 20:11-15; Acts 24:15)
10. We believe that the local church is a body of believers, organized for worship, work and fellowship, that the two ordinances of the church are baptism (immersion) and the Lord's Supper; that the local church is an independent and self-governing body responsible alone to Christ who is its Savior and Lord. (I Timothy 3:15; Matthew 28:18-20; I Corinthians 11:23-26)
11. We hold the state of marriage to be an expression of a biblical standard and the union between a man and a woman. Violations of this sacred trust include areas such as fornication, adultery, homosexuality and co-habitation prior to marriage. (Genesis 1:27, 2:24; Matthew 19:4-5; Romans 12:1, 2, 26 and 27; 1 Corinthians 6:9-10, Ephesians 5:3)

I agree to and can support the above doctrinal statements.

Signature

Date

In the space below, please note any comments or areas of disagreement you may have with the above mentioned statements.

Additional Issues

Extra Curricular: Please list and provide an overview of any interest or experience in the areas of extra-curricular activities, coaching or student enrichment activities.

Bible Instruction: Please provide any information relative to your ability, education, experience or interest in teaching Bible as part of the curriculum.

Lifestyle issues: Please comment on your personal viewpoint and practices in regard to the use of tobacco products, alcohol and personal interest and entertainment. Also, please provide any lifestyle issue (past or present) that you feel would be important for the school to have information regarding.

RELATED WORK EXPERIENCE

Employer	Position	Date		Reason for Leaving
		From	To	

Please use this space to share any other experience that you feel would be helpful in the school's assessment of your qualifications.

PROFESSIONAL REFERENCES

Please provide three professional references (college professors, student teacher coordinator, cooperating teachers, school administrators, supervisors, etc.) and one Pastoral reference. Personal references are not acceptable. It is required that you provide written references from the names you have listed using the enclosed HCA's Professional and Pastor letters of recommendation. References provided on our forms must be sent directly from the source. All references become the property of Harvest Christian Academy. Copies will not be released to any party.

Name	Title	Address	Phone
Professional			
Professional			
Professional			
Pastoral			

Do we have permission to contact the above mentioned references? _____ Yes _____ No

Comments:

PROFESSIONAL AND PERSONAL BACKGROUND INFORMATION

Are you now, or have you ever been, the subject of a professional / teaching certificate or license revocation or suspension proceeding?	_____ Yes _____ No
Have you had a professional / teaching certificate or license revoked, suspended, or voluntarily suspended?	_____ Yes _____ No
Do you know of any reason why you should not be employed in a capacity in which you work or will in contact with children:	_____ Yes _____ No
Do you have any health related limitations which could affect the manner in which you perform the occupational requirements of the work for which you are applying?	_____ Yes _____ No
Have you ever been investigated, dismissed, suspended, disciplined, or censored by any employer?	_____ Yes _____ No

CRIMINAL BACKGROUND INVESTIGATION

Have you ever been convicted of a crime?*	_____ Yes _____ No
Have you ever received a probation before judgment disposition in a criminal proceeding?*	_____ Yes _____ No
Have you ever received a not criminally responsible disposition in a criminal proceeding?*	_____ Yes _____ No
Are you now a Defendant facing pending criminal charges in any court?*	_____ Yes _____ No
*If convictions, probation before judgment dispositions, or not criminally responsible dispositions have been expunged from the applicant's criminal record, the aforementioned do not have to be reported.	

CITIZENSHIP

Are you a citizen or permanent resident of the United States?	_____ Yes _____ No
If your answer is "no," do you have authorization to work in the United States?	_____ Yes _____ No

NOTE: If you answered "yes" to any of the above mentioned questions, please attach an explanation on a separate sheet.

AFFIRMATION AND AUTHORIZATION

I hereby affirm that all information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for denial of employment or discharge.

I authorize my current and all former employers and my references to furnish Harvest Christian Academy with information about my employment record, including a statement of the reason for the termination of my employment, work performance abilities, and other qualities pertinent to all my qualifications for employment; hereby releasing them and Harvest Christian Academy from all liability and responsibility arising from any information provided.

Signature of Applicant

Date

Send this application to: Dr. Julie Giardino, Assistant Superintendent
Harvest Christian Academy
1000 N. Randall Road
Elgin, IL 60123

Please include: Copies of educational transcripts, certification and any references
Harvest Christian Academy does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities.