

EMPLOYMENT APPLICATION

Teaching & Staff



www.hernandochristian.org
7200 Emerson Rd. Brooksville, Fl. 34601



Dear Applicant,

Your interest in Hernando Christian Academy is appreciated. We invite you to fill out this application and return it to the school at your earliest convenience.

Hernando Christian Academy does not discriminate on the basis of race, color and national or ethnic origin.

We realize that the key to a successful Christian school is its faculty and staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application and thank you for your interest in the ministry of our school of Building Leaders with Christian Character. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

In His Service,

Dr. Anthony Bryan
Superintendent

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Staff Application

Application Date _____ Date Available _____

Full Name (Including maiden name, if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ Evening Phone _____

How did you hear about the position for which you are applying?

Position

Select the department for which you are applying, as well as your position of preference.

- Administration** _____
Position _____
- Office Staff** _____
Position _____
- Aide / Childcare** _____
Position _____
- Faculty / Teaching** _____
Position _____
- Maintenance** _____
Position _____

Select the hours you are available to work.

- Full Time (7:30 am – 3:30 pm)
- Part Time _____
Hours Available _____

Select any other positions you may be interested in.

- Substitute
- Athletic Coach _____
Sport(s) _____

Christian Background

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

Do you have a denominational preference? If so, what is it? _____

What is your local church affiliation? _____

Are you presently a member in good standing? If so, how long? _____

What church activities are you involved in, and with what degree of regularity?

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

What is your attitude toward working with those of other races or denominational beliefs?

Briefly describe your routine of personal Bible study and prayer.

What books have you read recently, which have helped you spiritually?

Professional Qualifications

Please attach copies of all your college transcripts. Should you be offered a position which requires ACSI certification, ACSI requires an official copy of your college transcripts as well as other information.

List all degree(s) earned and other pertinent information below.

_____	_____	_____	_____
Degree	Date Received	Issuing Institution	Major / Minor
_____	_____	_____	_____
Degree	Date Received	Issuing Institution	Major / Minor
_____	_____	_____	_____
Degree	Date Received	Issuing Institution	Major / Minor

List your experience beginning with your most recent position.

_____	_____	_____	_____
School Name	Position / Grade(s)	Subject	Dates
_____	_____	_____	_____
School Name	Position / Grade(s)	Subject	Dates
_____	_____	_____	_____
School Name	Position / Grade(s)	Subject	Dates

List any books or articles that you have read recently, which have helped you to grow professionally.

_____	_____
Title	Author
_____	_____
Title	Author

Professional Qualifications (continued)

List any conferences or seminars in which you have attended or led.

Describe how employee evaluations have been helpful to you.

Do you have an ACSI teaching certificate?

Yes No

Level _____

Expiration _____

Do you have a state teaching certificate?

Yes No

State _____

Level _____

Expiration _____

Please attach photocopies of any current certificates you hold.

Personal Philosophy

Answer, in one or two paragraphs, each of the following questions or statements regarding your personal philosophy on the subject.

- A. Describe your Christian testimony.
- B. Describe your personal philosophy of Christian education.
- C. Why do you wish to work in a Christian School?
- D. What are the main characteristics that distinguish a Christian school from a public school?
- E. What do you consider to be the proper classroom atmosphere for learning?
- F. What is your philosophy of discipline, including your attitude toward physical punishment?
- G. What do you believe about the origin of the earth and mankind?
- H. Please summarize any additional information you would like to present regarding your candidacy for the position to which you are applying.

Employment History

Have you ever worked under a different name for any employers? If so what was the name? _____

Have you already signed a contract for next year with any other institution?

Yes No

Start with your current or most recent employer and work backwards for the past ten years. If necessary, make copies of this page for additional entries.

Employer

Position

Address

Phone Number

Reason for leaving

Supervisor

Employer

Position

Address

Phone Number

Reason for leaving

Supervisor

Employer

Position

Address

Phone Number

Reason for leaving

Supervisor

References

Please list three references including your current or most recent principal or supervisor as well as your current pastor. Do not list family members or relatives for references.

Name

School / Organization

Phone Number

Relationship to Applicant

E-mail Address

Name

School / Organization

Phone Number

Relationship to Applicant

E-mail Address

Name

School / Organization

Phone Number

Relationship to Applicant

E-mail Address

Applicant's Certification and Agreement

I understand that Hernando 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 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 Hernando Christian Academy to thoroughly interview the primary references, which I have listed, any secondary references mentioned during interviews with primary references, or other individuals which 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 job.

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 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 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 to 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

Printed Name

Christian Life Commitment

When an individual becomes a member of a community, he or she always lays aside certain personal rights for the good of the total community. To this end, it is understood that those who have accepted positions of leadership and responsibility within Hernando Christian Academy are to commit themselves to uphold the standards as cited in this statement.

- Standards based on specific commands of Scripture (Exodus 20:7, 14-15; Leviticus 19:11; Romans 1:21-27; 1 Corinthians 6:9; Ephesians 4:28-32, 5:3-4; Colossians 3:9; 1 Timothy 3:3; Titus 1:6) The Word of God is the final authority on all matters of faith and conduct; therefore, items expressly forbidden in the Scripture are never acceptable. Included among these are such acts as drunkenness, stealing, lying, the use of slanderous or profane language, extramarital sex, and homosexual behavior.
- Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based on race, sex, and socioeconomic status. Therefore, Hernando Christian Academy strives to see these attitudes eliminated, as evidenced in speech and action, and replaced by Christ-like attitudes appropriate for maturing Christians.
- Standards based on Scriptural principles, including culturally specific applications While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. Based on this, as well as to protect from the snare of harmful addictive behavior, those covered by this statement are expected to refrain from the use of alcoholic beverages, tobacco, and illicit drugs (Romans 14; 1 Timothy 3:3; Titus 1:7).
- Since a Christian is to abstain from all that is morally degrading, restraint and discretion in the choice of entertainment and literature are expected. A Christian should demonstrate the ability to make sound judgment based on biblical principles, and display tangible evidence of spiritual growth and maturity (Titus 2:11-12).
- Personal standards of godliness. Since we are members of both the local and universal body of Jesus Christ, it is expected that everything we do will reflect our commitment to our Lord and to His body of believers. This commitment is to be demonstrated by personal spiritual growth, faithful involvement in Hernando Christian Academy, and expressions of Christian love toward those with physical or spiritual needs.
- All are also expected to aspire to a faithful pattern of godliness and devotion to Christ and His work, typified by, but not limited to, the following (1 Timothy 4:6-16):
 1. Regular devotional life, Scripture reading and study, and prayer (1 Timothy 4:7)
 2. Faithful church membership and attendance (1 Timothy 4:12-13; Hebrews 10:24-25)
 3. Faithful financial stewardship (2 Corinthians 9:6-8)
- Standards based on our responsibility of influence. In our relationship with others within the body of Christ, our conduct should demonstrate an attitude of personal responsibility and sensitivity, by always being aware of the impact of our actions and attitudes on others. (You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love") (Galatians 5:13).
- It is recognized that conflicts and personal failures may occur, as Scripture declares "we all stumble in many ways" (James 3:2). It is expected that when an offense occurs, the instructions of Matthew 18:15-20 must be followed. This is to be done in the spirit of Galatians 6:1, thereby making "every effort to keep the unity of the Spirit through the bond of peace (Ephesians 4:3). When personal failures occur within our lives, we are to quickly repent, seek forgiveness, and with the help of godly counsel, prevent these from getting a hold on our lives. To do otherwise would jeopardize our continued role in leadership or specific ministry responsibility.
- We should understand that our acceptance of responsibility, within the ministries of Hernando Christian Academy, reinforces the importance of our personal commitment to Jesus Christ as Savior and Lord and to the Bible as God's inerrant Word. It is in view of this, and the seriousness of the impact our ministry responsibility brings, that we are to commit ourselves to live in accordance with the above Statement of Christian Life Commitment.

Technology Usage Agreement

This policy is designed to help safeguard Hernando Christian Academy technology users when they access the internet or use the computer-related facilities. This document will serve to inform school staff, school faculty, students, parents, and guardians about the proper and improper use of the school's computer network and the internet on school premises.

HCA has very high standards and has successfully implemented internet filtering software. Although HCA does its utmost to maintain the network and internet access, it does not guarantee that it will function at all times. Furthermore, HCA does not take responsibility for the accuracy or content of sources found while accessing the internet. Even with the use of high level security standards, true privacy is limited and the effectiveness of the internet filter cannot be guaranteed. HCA carefully monitors internet access and frequently reviews this policy's effectiveness.

Purpose of Technology Usage at HCA

All technology, including access to the internet, exists strictly for school-related educational purposes. Technology is to be used as a supplemental teaching and learning tool. Faculty and staff will use the technology to more effectively accomplish their educational roles, to further develop their professional skills, to supplement curriculum-based knowledge, to research various school-based topics, and to develop technology-based skills that are deemed essential to the pursuit of higher learning.

Technology and internet usage at HCA is a privilege, not a right. Any person that engages in behavior that is deemed inappropriate by this policy or HCA administration is subject to strict consequences.

Network Etiquette

- All users will make every effort to maintain the privacy of their password.
- Users will not share usernames or passwords.
- Users will log on using only their appropriate username, unless directed otherwise.
- Users must log off the computer terminal when leaving the work area.
- All software is licensed to HCA and may not be copied or illegally supplemented.
- Any attempt to circumvent, nullify, or modify established security parameter is strictly prohibited.

Students

- No food or drinks are allowed at computer work stations.
- Students must have a faculty or staff member present at all times when using the computer.
- Installation or removal of any software, whether malicious or otherwise, is prohibited.
- Unless specifically instructed otherwise, the playing of non-educational games is strictly prohibited.
- Students may not modify, in any way, the computer software settings.
- Students may not vandalize hardware, change cords, change settings, swap out equipment, or in any way modify the hardware configuration.
- Students may not use their network directories to store non-educational materials.
- Students must stay in the application that they have been instructed to use. The use of any other software not specifically allowed by a teacher is prohibited.

Improper Internet Usage

- The use of e-mail by students is strictly prohibited unless it is specifically allowed for internet based classes.
- Chat rooms and instant messaging programs are strictly prohibited.
- All internet based games are prohibited.
- Any viewing of content that is deemed malicious, inappropriate, immoral, harassing, offensive, or is not education-related is prohibited.
- The internet may not be used to purchase or sell items (eBay, merchants, etc.), initiate stock trades, stream media of any kind, download pictures or music, or participate in simulated or credit-based gambling.

The use of the internet to commit plagiarism, steal software, infringe on copyright, or obtain illegal materials is strictly prohibited and will be dealt with accordingly.

Acknowledgement of Christian Life Commitment & Technology Usage Policy

I have read and agree to maintain my Christian Life Commitment to the best of my ability.

I have read and agree to abide by the Technology Usage Policy.

Signature of Applicant

Date

Printed Name

Statement of Faith

Hernando Christian Academy is a non-denomination school. As such, HCA is very diverse in its student body and faculty, as it relates to particular doctrinal positions that vary from denomination to denomination. Doctrines not specifically addressed by the following statement of faith constitute beliefs that we feel are best left up to the home and the local church which the student chooses to attend.

We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)

We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19)

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Luke 1:36), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7), His resurrection (1 Corinthians 15:4; John 11:25), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Revelation 19:11).

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

We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ. (1 Corinthians 12:12-13; Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a Godly life.

Please indicate your degree of support to the Hernando Christian Academy statement of faith.

I fully support the Statement as written without mental reservations.

I support the Statement except for the area(s) that I have listed and explained on a separate paper.

Signature of Applicant

Date

Printed Name

Christian School Philosophy

The educational philosophy of Hernando Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God that contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship—all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone—the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas—else we become textbook-oriented, rather than student-oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of HCA.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
4. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).

6. To teach the student the respect for, and submission to, authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
7. To help the student to develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 119:103).
9. To help the student to develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
13. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] (II Corinthians 5:20).
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
16. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
17. To teach the student good citizenship through an understanding and appreciation of our Christian & American heritages [home, church, nation] (I Corinthians 10:11; Romans 13:1-7).
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
19. To help the parents to understand the school's purpose and program.
20. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
21. To encourage parents to realize and shoulder their responsibility of the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

Employee Hiring Practices

1. The Application for Employment is sent to an applicant upon request. Copies of reference forms are also included.
2. When a completed application is returned, the superintendent will determine whether or not to continue with the processing. Applicants will be notified by mail or e-mail if their application is not being given further consideration.
3. The third step is a formal interview with the superintendent. The applicant should come prepared to be candid during the interview. At the same time, the applicant should come relaxed. We certainly do not intend this to be a difficult experience.
4. When the interview is completed, the superintendent will prayerfully consider whether to proceed with the next step of the hiring process which would include an interview with the superintendent and, possibly, the division principal and team leader.
5. Applicants may then be notified by a phone call or by mail if their application is not being given further consideration or...
6. Applicants may then be notified and offered a contract for employment or asked back to proceed further with the employment process.
7. When the contract is signed and returned, an orientation appointment will be scheduled by the superintendent. This appointment will acquaint the employee with staff policies. If there are several new members joining the staff, portions of this orientation may be done as part of an in-service day.

Teacher Job Description

Supervised by: Principal

Position Summary: Teachers build leaders with Christian Character. They teach students about God, His word, and His world.

Essential Job Functions: Teachers must...

- Be a role model for his or her students, demonstrating grace in the classroom, responsible behavior and good work habits.
- Demonstrate professional behavior.
- Clearly articulate how what he or she teaches relates to God's Word and its benefit to the students.
- Teach subjects from a Christian worldview.
- Engage in professional development, attend annual teachers' conventions, participate in on-campus in-service sessions, and look continually for ways to improve classroom instruction.
- Participate in ongoing curriculum evaluation and development.
- Plan for effective instruction, use accepted methods of lesson planning and the curricular materials provided by the school, as well as his or her own resources.
- Plan for effective classroom management, focus on instructing the student on what is expected and reinforce good behavior. Secondly, correct misbehavior in an effective manner which brings change in the student's actions. Emphasize development of character.
- Treat students, colleagues and administration with respect. View see the classroom as a ministry and colleagues as fellow ministers.
- Plan for communicating with parents on a regular and timely basis.
- Supervise assigned students and teacher's aides during the school day.

Job Standards:

Education

The applicant is required, at minimum, a bachelor's degree from an accredited college or university. A master's degree is encouraged.

Experience

No experience is required, however, experience with children, supervised student teaching or experience preferred.

Licenses & Certifications

The applicant must obtain and maintain ACSI certification, CPR, First Aid, Blood borne Pathogens.

Critical Skills, Abilities & Expertise

The applicant must be able to use resources and materials to reach curricular goals set by the school. Effective and essentially positive supervision of students is required. The ability to work with others and utilize experience and knowledge in challenging situations is required.

Effective oral and written communication skills are a must. Applicants must have the ability to work with minimal supervision.

Required Personal Qualities

The applicant must have received Jesus Christ as his/her Personal Savior, be committed to God’s Biblical standards, maintain a Christian role model in attitude, speech, and actions toward others, and has the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.”

Physical Requirements

The applicant must be able to move about the classroom, supervise recesses, move desks and furniture, as needed. Teachers will need to vacuum and clean classroom, as needed.

Equipment Used

Teachers will need to use a computer to record grades and print grade reports as needed. Word processing will sometimes be needed. Teachers will need to use an office-style telephone, a copier, die-cut letter machine, a paper cutter, and laminator. Teachers must be willing to learn new technologies adopted by the school.

Environmental Factors:

Work Environment

Applicants must be able to work in a fast-paced, deadline driven, multi-tasked environment. Elementary teachers will be taking students out for recess. Elementary teachers work alone much of the day, but must be able to cooperate and share limited resources and space.

Job Location

The primary job location is the Hernando Christian Academy campus in Brooksville, FL.

Non-essential / Secondary Functions

Applicants will need to perform other reasonably related duties as assigned by Supervisor.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Signature of Applicant

Date

Signature of Supervisor

Date