



STAFF EMPLOYMENT APPLICATION

Your interest in *Faith Heritage School* is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and arrange for a personal interview. We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

A. APPLICANT'S NAME AND CONTACT INFORMATION

Full name: _____

Application date: _____ Date available: _____

Present address: _____

City: _____ State: _____ Zip: _____

How long have you lived at the above address? _____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

Home Phone: (____) _____ Cell: (____) _____ Best time to call? _____

Email Address: _____

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

Cafeteria Office Maintenance Library Other: _____

Full time Part time Substitute

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

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

C. CHRISTIAN BACKGROUND

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

Please carefully read our Statement of Faith 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

Denominational preference? _____

What is your local church affiliation? _____

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

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

What books other than the Bible have you read recently that have helped you spiritually?

Describe your routine of personal Bible study and prayer.

What books other than the Bible have you read recently that have helped you spiritually?

D. QUALIFICATIONS

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's _____ Graduate work _____

Total units *after* date of Bachelor's degree _____

Indicate if semester or quarter units_____

E. PERSONAL PHILOSOPHY

* *On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.*

- A. Why do you wish to work in our Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you believe about the origin of the earth and mankind?
- D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. 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 separate paper.

1. Position _____ **Dates of Employment** _____

Company/Organization/School: _____

Address _____

Supervisor's Name _____ Phone: _____

Reason for leaving _____

2. Position _____ **Dates of Employment** _____

Company/Organization/School: _____

Address _____

Supervisor's Name _____ Phone: _____

Reason for leaving _____

3. Position _____ **Dates of Employment** _____

Company/Organization/School: _____

Address _____

Supervisor's Name _____ Phone: _____

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? _____

Are you holding or have you already signed a contract for next year with any other employer?
Yes ____ No ____

G. PERSONAL REFERENCES

*Please **do not** list family members or relatives for references.*

Give three references who are qualified to speak of your spiritual experience and Christian service. *List your current pastor first.*

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

Give three references who are qualified to speak of your training and experience.

List your current or most recent supervisor first.

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

Please indicate if these references can be contacted now: Yes No

Faith Heritage School

Statement of Faith

1. We believe the Holy Bible to be the inspired, infallible, authoritative Word of God, and that it is the supreme and final authority in faith and life.
2. We believe that there is one God, eternally existing in three persons; Father, Son and Holy Spirit.
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 death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest and Advocate, and we expect His promised personal return soon for His Church.
4. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice, according to the Scripture; and that all who truly repent of their sins and believe in Him are justified by the vicarious merit of His shed blood.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live in fruitful obedience to God's laws.
6. We believe in the resurrection of both the saved and the lost: the saved into everlasting joy in Heaven with Christ; the lost into everlasting conscious torment in Hell with Satan.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Mission Statement

Keeping God's truth at the center of learning, nurturing a desire to love Christ, and cultivate a mindset for service.

Requirements for Faculty and Staff

It is vital that the standards at Faith Heritage School be high. The school has a strong positive program to present and it must be undertaken by well-qualified, dedicated personnel.

The following are the spiritual and academic requirements for faculty and staff at Faith Heritage School.

Spiritual Requirements

A candidate must:

1. Be a born-again Christian who is growing in spiritual maturity.
2. Be in full agreement with the school's Statement of Faith.
3. Feel a definite calling from the Lord to Christian School Education and to Faith Heritage School.
4. Be a member of an evangelical church which subscribes to our school's Statement of Faith.
5. Maintain his/her life consistent with the qualifications for elders as set forth in 1 Timothy 3:2 –7
6. Be willing to abstain from the use of tobacco, drugs, alcoholic beverage, and attendance at dances.
7. Be willing to uphold FHS standards of morality, dress, and Christian conduct.
8. Not be a homosexual. Because of the Bible's very clear teaching that homosexuality is sin (e.g. Romans 1:24-32), homosexuals will not be employed at Faith Heritage School.

Academic Requirements

Teacher candidates must have at least a Bachelor's Degree.

Teachers are also expected to hold or be actively pursuing New York State and/or ACSI teacher certification.

Faith Heritage School

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that *Faith Heritage School* 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 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 this time.

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

Applicant's Signature

Date

Upon completion of this application, please send this application to the address below.

Faith Heritage School
Attn: Dr. Deborah Samuelson, Head of School
3740 Midland Ave.
Syracuse, NY 13205

Additional Contact Information:

Phone: 315-469-7777
Fax: 315-492-7440
Email: lhs@faithheritageschool.org
Web site: www.faithheritageschool.org

Unless otherwise requested, all documents become property of Faith Heritage School.
Applications for employment remain on file for up to 3 years.

Faith Heritage School
AUTHORIZATION TO
RELEASE REFERENCE INFORMATION

I have made application for a position as _____ with **Faith Heritage School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 Faith Heritage 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 Faith Heritage School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature