



# HEIGHTS CHRISTIAN SCHOOLS

HCS-INTERMEDIATE/JUNIOR HIGH • HCS-BREA • HCS-CHINO HILLS • HCS-LA MIRADA • HCS-WHITTIER  
 HCS-BREA PRESCHOOL & INFANT CENTER • HCS-CHINO HILLS PRESCHOOL • HCS-LA HABRA HEIGHTS PRESCHOOL & INFANT CENTER  
 HCS-LA MIRADA PRESCHOOL • HCS-SAN JUAN CAPISTRANO PRESCHOOL • HCS-WHITTIER PRESCHOOL

## EMPLOYMENT APPLICATION

**Heights Christian Schools** is a non-profit 501(c)3 religious organization and does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. **Our mission** is to lead children and their families into a relationship with Jesus Christ, equipping them in heart and mind to influence the world for God's Kingdom. All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to perform ministerial duties using their gifts, talents and abilities for God's glory.

PERSONAL INFORMATION				
Last Name	First Name	Middle Initial	Today's Date	
Home Address, City, State, Zip			E-Mail Address	
Home Number ( )	Cell Number ( )	Business Number ( )		
Position(s) Applying For: <input type="checkbox"/> Preschool Teacher ( <i>ECE units required</i> ) <input type="checkbox"/> Preschool Aide <input type="checkbox"/> Preschool Director <input type="checkbox"/> Teacher Aide <input type="checkbox"/> Teacher: TK-K <input type="checkbox"/> Teacher: 1 <sup>st</sup> -4 <sup>th</sup> <input type="checkbox"/> Teacher: 5 <sup>th</sup> -8 <sup>th</sup> <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Day Care <input type="checkbox"/> Summer Fun Program <input type="checkbox"/> Secretary <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Other:				
Type of Employment: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temporary <input type="checkbox"/>		Salary Desired:	Days and hours you're available to work:	What date could you start work?
Are you legally entitled to work in the U.S.A. ? YES <input type="checkbox"/> NO <input type="checkbox"/>		Have you ever been previously employed by HCS? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you currently a student? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, school name:		Do you have ECE units? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many?		
Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, name of employer:		May we contact your current employer? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, employer phone number:		
Do you agree to take a medical exam related to essential requirements of the position? YES <input type="checkbox"/> NO <input type="checkbox"/>		All HCS employees are required to be fingerprinted and to pass a criminal background check for conviction of a crime. Do you authorize this company to conduct this? YES <input type="checkbox"/> NO <input type="checkbox"/> Will you be able to pass a background check? YES <input type="checkbox"/> NO <input type="checkbox"/>		

CHRISTIAN BACKGROUND • <i>Our organization is dedicated to the purpose of evangelism.</i>	
Please give your definition of a Christian:	
Have you accepted Christ as your Savior?	
Please give a brief testimony of your faith in Christ:	
What is your local church affiliation/church name?	
Church Address:	Church Phone Number:
Pastor's Name:	What church activities are you involved in, and with what degree of regularity?
What is your motivation for seeking employment with a Christian organization?	

**HCS HIRES TO ITS MISSION**

"This subchapter shall not apply to ...a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities (42 U.S.C. §2000e-1(a))." Section 702 of the Civil Rights Act of 1964, often referred to as Title VII, protects the ability of a religious organization to hire to its mission.

**EMPLOYMENT HISTORY • Please list current or most recent positions first.**

<b>1. Name of Current or Most Recent Employer</b>	<b>Start Date (Mo/Day/ Yr)</b>	<b>End Date (Mo/Day/ Yr)</b>
Type of Business	Department	Your Position
Address		Phone
Duties		
Name and Position of Immediate Supervisor		
Reason for Leaving		
<b>2. Name of Previous Employer</b>	<b>Start Date (Mo/Day/ Yr)</b>	<b>End Date (Mo/Day/ Yr)</b>
Type of Business	Department	Your Position
Address		Phone
Duties		
Name and Position of Immediate Supervisor		
Reason for Leaving		
<b>3. Name of Previous Employer</b>	<b>Start Date (Mo/Day/ Yr)</b>	<b>End Date (Mo/Day/ Yr)</b>
Type of Business	Department	Your Position
Address		Phone
Duties		
Name and Position of Immediate Supervisor		
Reason for Leaving		
Are there any employers listed you wish us <b>not</b> to contact? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If yes, who are they?		

**EDUCATION HISTORY**

High School attended and location:	Graduation Year:	
Community College attended and location	Years Completed	Degree(s)
College/University attended and location	Years Completed	Degree(s)
Subjects of Specialization:		
Please select which, if any, are true: <input type="checkbox"/> I hold a valid CA Teaching Credential <input type="checkbox"/> I hold a valid Teaching Credential from another state <input type="checkbox"/> I am currently enrolled in a credentialing program	Other Educational Training Courses: (ROP, Trade, Correspondence School, etc.)	

*Personal references should be qualified to speak of your character, values, and Christian experience.*

**PERSONAL REFERENCES • Please do not list relatives or former employers. Please include one pastoral reference.**

Name	Occupation	Phone
	Current Pastor	(    )
		(    )

Activities/Interests (Student, Professional, Community, etc.):

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Other interests or hobbies:

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Describe any experience of working with children other than those listed on your employment history:

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Future plans: What would you like to be doing five years from now?

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How did you learn about the position you are applying for?  
 School Website     Online Search     Current or Former Staff: \_\_\_\_\_     Other: \_\_\_\_\_

We appreciate your interest in seeking employment with Heights Christian Schools. Please make any additional remarks in the space below:

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**STATEMENT OF FAITH**

Heights Christian Schools, Inc. is based on the truths of the written Word of God. We interpret these truths to have the following implications for our educational programs.

- WE BELIEVE the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
- WE BELIEVE that there is one God, Creator of the heavens and the earth (Genesis 1:1), eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- WE BELIEVE in the deity of Christ (Isaiah 9:6, John 1:1-14, John 10:33, John 14:9); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4; Peter 1:3-4; Revelation 1:18) His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- WE BELIEVE that “God said, ‘Let Us make man in Our image according to Our likeness... So God created man in His own image... male and female He created them.’ Every human life is designed by God before conception, “being yet unformed” (Genesis 1:26-27, Psalm 139:16).
- WE BELIEVE that life begins at conception as every person is “made in secret,” with sacred infinite value, being “fearfully and wonderfully made” by our Creator. 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 (Psalm 139:13-16). Because of the sacred value of each human life, our loving God demands, “... do not kill the innocent and righteous” (Genesis 1:26-27; Exodus 20:13; Exodus 23:7).
- WE BELIEVE that it is not the divinely intended prerogative of people who are created by God to redefine His creation of humankind as being other than male and female. Regarding God’s creation of male and female, Jesus said, “Therefore, what God has joined together, let not man separate.” Redefinition of genders is contrary to God’s will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature. Marriage involving both genders is also a biblical type of Christ as the groom and the Church as His pure bride (Matthew 19:4-6; Matthew 25:1- 13; Revelation 22:17).
- 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; and that “there is no other name under heaven given among men by which we must be saved” other than the name of Jesus Christ (John 3:16-19; John 5:24; John 14:6; Acts 4:12; Romans 3:23; Romans 5:8-9; Romans 10:9-10; Ephesians 2:8-10; Titus 3:5; 1 John 1:9; Revelation 3:20).
- WE BELIEVE that every person should “love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength... and your neighbor as yourself.” Accordingly, Christians are to afford every person love, compassion, kindness, respect, and dignity regardless of differences involving beliefs, cultures, or status (Matthew 22:31; Mark 12:12-28; Luke 10:27; John 3:17; Galatians 5:22-23; Philippians 2:3; James 2:1-13).
- WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and that the spiritual unity of all believers exists as one in our Father God and our Lord Jesus Christ (John 17:20-23; Romans 8:9; Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; 1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 2:8-9; Ephesians 4:30; Ephesians 5:18).
- 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 condemnation (John 5:28-29; Revelation 20:12-15).

I fully support the Statement of Faith, as written, without reservation. **Signature:** \_\_\_\_\_

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**DECLARATION OF MORAL INTEGRITY**

At Heights Christian Schools (HCS), our employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to perform ministerial duties using their gifts, talents and abilities for God’s glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). Therefore, we expect all employees to model the same Christian values and lifestyle that we seek to inculcate in our students. The HCS Statement of Faith requires employees to strive to maintain a lifestyle based on biblical standards of moral conduct 24 hours a day, 7 days a week, 365 days a year. All employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model to pupils (1 Tim. 4:12) both in and out of school 24-7-365 (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect and Christian living. This includes but is not limited to refraining from such activities as the abuse of alcohol, the abuse of controlled substances and/or the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, I Thess. 5:18, 22-23 and James 3:17-18).

Further, employees agree that the Bible dictates the standards for sexual behavior. Any form of sexual immorality (including promiscuity, adultery, fornication, homosexual behavior, bisexual conduct, cohabitation, bestiality, incest, use of pornography or any other deviant sexual behavior) is forbidden and as such violates a bona fide occupational requirement of being a Christian role model. Moral misconduct or any deviation from Scriptural standards may result in a reprimand or, in some cases, dismissal from employment (Romans 1:24-32, Romans 12:1,2, 1 Cor. 6:9-20, Eph. 4:1-11, 5:3-5, 1 Thess. 4:3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 Peter 1:15,16, 2:15-17, 1 John 3:1-3). It is the goal of HCS that each employee will have a lifestyle in which Christ has the preeminence (Col. 1:18).

As an applicant for a ministry position as an employee at Heights Christian Schools, I, (print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of Heights Christian Schools.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate 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 activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and 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 ministry (Heb. 13:4; Luke 6:40).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE READ CAREFULLY**

I hereby certify that to the best of my knowledge and belief the answers given by me to the foregoing questions and all statements made by me in the application are correct. I understand that any false statements on this application will be sufficient cause for discharge.

I understand that this is an application for employment and that no employment contract is at present being offered. It must be remembered that employment is at the mutual consent of the employer and the employee and accordingly, either the employer or the employee can terminate the employment relationship at will, at any time, with or without cause. HCS reserves the right to change, revise, or eliminate any of our policies and/or procedures at any time. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of HCS.

I hereby apply for employment and authorize Heights Christian Schools, Inc. to inquire as to my record of any or all of my former employers, professional and personal references, and other matters related to my suitability for my employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please attach any additional information that would be helpful in evaluating your qualifications. If applying for a teaching position, transcripts will be required prior to a candidate being hired.

**HEIGHTS CHRISTIAN SCHOOLS**

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