



HERITAGE CHRISTIAN Preschool

A place to become... a place to grow... a place to belong!

1275 Elm Grove Road ♦ Brookfield, WI 53005 ♦ (262) 432-0165 ♦ Email: leide@hcsmail.org ♦ www.heritagechristianschools.org

APPLICATION FOR EMPLOYMENT

Date of Application _____

Name _____ SS# _____

Address _____
City State Zip

Home Phone _____ Work Phone _____

Email _____

Emergency Contact

Name _____ Phone _____

Address _____
City State Zip

Education

School Name	Dates	Degree?	Major Subject
High School:			
*College/Trade:			
*College:			
*Grad Work:			

Please enclose or forward all transcripts or other documentation.



Addition Training - Course Title	Dates of Completion	# of Hours

Other Training Specific To Early Childhood (Attach Documentation of Training): _____

Employment Record *(Indicate Last 2 Employers)*

Company Name & Address	Dates of Employment	Position	Reason for Leaving	Supervisor Name & Phone Number

References *(Please list three persons who are qualified to speak concerning your character and qualifications to serve in the ministry of Heritage Christian Schools)*

Name & Address	Occupation	Phone	Title

A background check will be conducted. Do you object to being fingerprinted? Yes No

Please read and sign the "Applicant's Certification & Agreement" on the next page.

Please complete the additional "Teacher Applicant Questionnaire" and return with this form.



APPLICANT'S CERTIFICATION & AGREEMENT

I understand that Heritage Christian Schools 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 authorize Heritage Christian Schools to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

Since I will be working with children, I understand that I must submit to a fingerprint check by federal and state authorities. I agree fully to cooperate in providing and recording as many sets of my fingerprints as 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 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 Signature

Date



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TEACHER APPLICANT QUESTIONNAIRE

1. If you were hired as a teacher, what skills and strengths do you think you would bring to the Center?

2. What most significant books have you read recently? What are a few of your favorite children's books and why?

3. When you are really "burned out" at the end of a hard day, how are you likely to behave? _____

4. If you could structure a perfect job for yourself, what would it be like? _____

5. Describe the type of person you would best work under. _____

6. Complete the following sentences:

a. Teachers need _____

b. Children are wonderful, but _____

c. In talking to parents, you should _____

d. A child feels happy when _____

7. What is your definition of being a Christian? _____

8. Do you have a relationship with Jesus Christ? How do you know this? _____

Please return this questionnaire with your completed application form to:
Heritage Christian Preschool ♦ 1275 Elm Grove Road ♦ Brookfield, WI 53005