



ADMINISTRATOR APPLICATION

HERITAGE CHRISTIAN SCHOOLS
3500 S Glen Park Road, New Berlin, WI 53151
(262) 432-0333 • (262) 432-0542 (fax)
www.heritagechristianschools.org

Date of Application: _____

Date Received at HCS: _____ Position Sought: _____

Name: _____ Phone Number: _____
Last First Middle

Present Address _____
Street City State Zip

Email Address: _____

Do you have a personal assurance that you are a born-again Christian? _____

How long have you had this assurance? _____ Denominational affiliation _____

Name of church where member: _____ How long? _____

Are you currently attending regularly? _____ Name of Pastor: _____

List your ministry involvement in your church: _____

Are you under contract for the coming school year? _____

PROFESSIONAL PREPARATION

List all colleges or universities attended. Include any degree work presently in progress.
Please have the College Registrars Office forward official transcripts to Heritage Christian Schools.

College/University and Location	Dates Attended	Major	Minor	Degree or Diploma (B.S., M.A., etc.)

How many credits of Bible have you had?_____

Have you taken a course in Christian Philosophy of Education?_____

If not, are you willing?_____

Credit hours in education courses:_____Credit hours in Christian education courses:_____

Administrative and/or Teaching certificate:_____Kind:_____Expires?_____

Special skills, talents, or hobbies:_____

PROFESSIONAL EDUCATIONAL EXPERIENCE

Start with your present or last full or part-time job. If additional space is needed, please continue on separate paper.

Employer Name and Location	Dates of Employment	Position	Supervisor's Name	Reasons for Leaving

Total Years In Education:_____Total Years as Classroom Teacher:_____

Total Years In Administration:_____When Are You Available to Begin?_____

OTHER WORK EXPERIENCE

List any other employment not in the field of education.

Employer	Dates of Employment	Position	Supervisor's Name	Reasons for Leaving

REFERENCES

List at least three references, other than family members, who are qualified to speak of your background, Christian Life, training, and experience.

Name	Address	Phone	Occupation	Relationship

CHRISTIAN EXPERIENCE

Using *the space provided*, please respond to the following questions:

<p>1. Give a brief account of your Christian conversion and describe your personal plan for continued growth.</p>	
<p>2. How would you respond to a student asking the question, "How do I become a Christian?"</p>	

PERSONAL STATEMENTS

Using *the space provided*, please respond to the following statements or questions:

1. What do you believe are the qualities of a good leader/administrator and what evidences do you have that would make you believe that you have these qualities?

2. State what you consider to be the most important function of the Christian school and the distinctive characteristics of its education practices?

3. How has the Lord led you to apply in a *Christian* school? State why you are interested in becoming a member of the ministry team at HCS.

4. If your children were/are in a public school, explain why. If your children were/are in a Christian school, explain why.

5. What is your belief regarding the role of the church in the life of a child?

CHRISTIAN EDUCATION VIEWPOINTS

Using *the space provided*, please describe your viewpoint of how the following topics relate to teaching in a Christian school:

Teaching Science	
Teaching History	
Place of the Bible	
Discipline	
Relation of Parents and Teachers	
Relation of Administrators and Teachers	
Important Goals of an Administrator	

MISSION STATEMENT

Heritage Christian Schools exists to train and inspire servant leaders through exceptional Christ-centered education and programs

Statement of Faith

1. **We believe** the Bible to be the inspired, the only infallible, authoritative Word of God.
2. **We believe** there is one God, eternally existent 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 and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. **We believe** that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.
5. **We believe** in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. **We believe** in the resurrection of both the saved and the lost; they who are saved unto life; and they who are lost unto damnation.
7. **We believe** in the Genesis account of creation.

- I have read and am in agreement with the Mission Statement and Statement of Faith.
- I affirm that my statements on this application are true.
- I authorize Heritage Christian Schools to perform a background check.

Signature

Date



Our School is a Proud Member of the
Association of Christian Schools International

Heritage Christian Schools does not discriminate on the basis of race, color, sex, nationality or ethnic origin in its admissions, educational, financial, or employment policies.