



Integrating Classical Education with A Biblical Worldview

APPLICATION FOR EMPLOYMENT

Haw River Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, tuition assistance, athletic, and other school-administered programs.

Please complete this form legibly in ink. Each question should be answered as thoroughly as possible.

PERSONAL INFORMATION

Last Name	First Name	Middle Name	Preferred Name	Today's Date

Current Street Address	City	State	Zip Code

Please list previous places of residence, if less than 10 years at current address:

Past Street Addresses	City	State	Zip Code	Dates at Address

Social Security Number: _____-_____-_____ Date of Birth (MM/DD/YEAR): ____/____/_____

Home: () _____ Work: () _____ Mobile: () _____

Driver License #: _____ State: _____ Email Address: _____

If you have worked or earned degrees under another name, please list this information below.

Last Name	First Name	Middle Name	Dates from/to

Have you ever been convicted of a crime *other* than a minor traffic offense? _____ If yes, please explain:

How did you hear about Haw River Christian Academy?

Please indicate if you are applying for a specific position at HRCA. _____

List any other positions that may interest you at HRCA: _____

Part-time or Full-time: _____ Date of Availability: _____ Salary Desired: _____

EDUCATION & EXPERIENCE

Please submit your resume with this application so that we have an understanding of your educational and professional background. It should include any special training, skills, certifications, talents, or interests that would relate to employment at HRCA.

REFERENCES

List the four references to whom you will provide the following forms: (1) Pastor’s Reference and (3) Professional/Personal References, provided at this end of this application. Professional references include supervisors or school administrators and coworkers. A personal reference should be limited to a close friend who has known you for over five years.

Name	Title	Company	Relationship	Home or Work Number

CHURCH AFFILIATION & THEOLOGY

Church Name: _____ Denomination: _____

How long have you been a member of this church? _____ Pastor’s Name: _____

Pastor’s email: _____ Pastor’s phone number: () _____

How often do you attend church in a typical month?

- Every Sunday
- 2 or 3 Sundays
- 1 Sunday per month
- Rarely

In what ways are you currently serving in your church?

What is your view of the nature of mankind?

What is your view of the Bible?

What is your understanding of the doctrine of the Holy Trinity?

What is your view on the person and work of Jesus Christ?

Provide a detailed account of your salvation experience (how you came to know Jesus Christ as your Lord and Savior) and of your walk with the Lord up to the present:

ORGANIZATIONAL PHILOSOPHY & POLICIES

To answer the following questions, please refer to the downloadable documents on our web site. Click on the “About Us” tab in the menu bar on the home page then scroll down to the “Join Our Staff” link.

Do you subscribe without reservation to Article III of Haw River Christian Academy’s by-laws as listed on the second page/back side of the Corporation Membership application? _____ If you do not subscribe to these, please explain:

After reading the HRCA Organizational Handbook, do you understand and agree to comply with its policies? _____ If not, please explain:

After reviewing the HRCA Staff & Volunteer Handbook, do you understand and agree to comply with its policies? _____ If not, please explain:

GETTING TO KNOW YOU

Using separate paper, please write a thorough response to each of the following questions.

- 1) Explain why you would like to work at Haw River Christian Academy.

- 2) Why do you see yourself as a good fit for this school and classical, Christian education?

- 3) List the titles and authors of the books that you have read in the last twelve months. Write a description of the book (other than the Bible) that has influenced you the most.

- 4) How would you explain “classical education” to a prospective parent for the school? Where does a biblical worldview fit into this explanation?

- 5) In what ways do you believe that you can disciple the students of HRCA?

FOR TEACHING CANDIDATES ONLY - INTEREST & EXPERIENCE:

List the grade levels that you prefer to teach in order of preference and why:

Which subjects do you most enjoy teaching and why?

Describe your philosophy of education and explain how it would affect your day-to-day teaching.

Briefly describe what your disciplinary expectations are for a classical and Christian classroom?

We require that all of our new hires read and write a response to Recovering the Lost Tools of Learning by Douglas Wilson. New teachers are provided with summer teacher training opportunities as well as staff enrichment and training during the school year. This training and enrichment may include traveling to conferences and training, listening to seminar recordings, observing teachers, reading books, watching videos, group discussion, individual presentations.

If you are applying to teach at HRCA, how does this process of training and enrichment make you feel about beginning a career at HRCA?

I understand this application will be given every consideration and its receipt does not imply that I will be employed. I hereby declare that my statements on this application and on my resume or documents provided by me to Haw River Christian Academy are true and correct to the best of my knowledge. I acknowledge and agree that any false information may result in a decision not to hire me or if hired, may result in termination of my employment. I also authorize investigation of these statements. This investigation may include employment history, reasons for leaving previous employers, criminal record, driving record, social security number investigation, and degree verification. I hereby release Haw River Christian Academy from all liability for any damages resulting from the information obtained.

Printed Name

Signature

Date



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DISCLOSURE, AUTHORIZATION AND RELEASE FOR BACKGROUND INFORMATION

- I understand that in connection with my application for employment (including contracts for service), Haw River Christian Academy or an Agent working on behalf of Haw River Christian Academy will research and verify the information I have provided on my application for employment, including my personal background, professional standing, work history and qualifications.
- I understand that Haw River Christian Academy or its Agent will obtain information (unless otherwise noted on the application form) it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, Department of Motor Vehicle records, military records, school records, and professional and personal references. I authorize, without reservation, any individual, corporation or other private or public entity to furnish Haw River Christian Academy and its Agent all information about me. I unconditionally release and hold harmless any individual, corporation, private or public entity from any and all causes of action that might arise from furnishing to Haw River Christian Academy or its Agent information that they may request pursuant to this release.
- This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Printed Name

Signature

Date

Pastor's Reference Form for Haw River Christian Academy

Please remit to: 2428 Silk Hope Gum Springs Road, Pittsboro, NC 27312 Attn: Personnel

Applicant's Name for Employment: _____

Dear Pastor,

This person is seeking employment at Haw River Christian Academy, a non-profit, church independent, interdenominational, classical Christian school. The mission of the school is shape souls and minds for the kingdom of God. **Please complete this reference form as it pertains to this candidate for employment and return it directly to the school.** All responses will be treated with complete confidentiality and will be used to evaluate the candidate's qualifications for employment.

Christian Commitment: Evident and beyond question Some evidence No evidence

Church Attendance: Regularly Occasionally Rarely

Church Relationship: Member in good standing Not member, but exhibits commitment Visiting

Has the applicant held a leadership position in the church? Please describe:

Has the applicant used any special talents within the church body? Please describe:

Please detail the applicant's regular involvement in church activities.

Does this applicant model the Christian faith in their family life? ____ yes ____ no If no, please explain:

Do you consider the applicant open to spiritual instruction? ____ yes ____ no If no, please explain:

Do you recommend this applicant for employment at HRCA? ____ yes ____ no If no, please explain:

How long have you known the applicant? _____ Are you related to the applicant? ____ yes ____ no

Please use the back of this sheet for any other comments or helpful input on behalf of the candidate.

Church: _____ City/State: _____ Phone () _____

Pastor's Name: _____ Pastor's Signature: _____ Date _____

Professional/Personal Reference Form for Haw River Christian Academy

2428 Silk Hope Gum Springs Road, Pittsboro, NC 27312 www.HawRiverChristian.org 919-533-4139

TO THE APPLICANT:

Complete the applicant section and direct this form to one of the individuals listed on your application as a reference. Ask the individual to return to you the completed form in a sealed envelope with their signature across the sealed flap, which must remain sealed until received by our office.

APPLICANT'S NAME: _____ **APPLYING FOR:** _____

REFERENCE'S NAME: _____ **RELATIONSHIP TO APPLICANT:** _____

TO THE REFERENCING INDIVIDUAL:

Place this completed form in an envelope, seal, and sign your name across the flap. Return the sealed envelope to the applicant who will submit it with his/her application. Please respond to each of the areas below, giving your honest opinion of the applicant's qualifications for the position indicated above. The questions on the next page provide an opportunity to elaborate on your ratings. This information will be maintained in a separate pre-employment file and *will not* be made available to the employee except under subpoena or court order. Thank you for your assistance.

Please check the level at which the applicant consistently performs.	Superior 6	Well Above Expectation 5	Above Expectation 4	At Expectations 3	Below Expectations 2	Unsatisfactory 1
Character (general conduct, ethics, morals)						
Personal appearance (dress, grooming)						
Energy level						
Personality						
Voice quality						
Tact						
Self-control						
Enthusiasm						
Willingness to accept criticism						
Ability to work without close supervision						
Ability to work closely with others						
Dependability						
Promptness and thoroughness						
Overall attitude						
Loyalty and cooperation						
Communications skills (oral)						
Communication skills (written)						
Decision-making skills						
Scholarship						
Initiative						

PLEASE COMPLETE THE FOLLOWING ADDITIONAL INFORMATION FOR TEACHER APPLICANTS

Management of instructional time						
Management of student behavior						
Presentation of instruction						
Monitoring of student performance						
Evidence of planning, use of resources						
Interaction with students						
Interaction with parents						
Interaction with co-workers						
Assumption of non-instructional duties						
Oral presentation skills						
Evidence of professional growth						
Enthusiasm for teaching						

In what ways have you observed this candidate in their work?

Do you know of anything that would cause the candidate to be unfit for this position? No _____ Yes _____

If yes, please explain:

To your knowledge, has this applicant ever been subject to any disciplinary action or asked to resign?

No _____ Yes ____ If yes please explain.

If you were personally responsible, would you recommend this applicant for employment? No ____ Yes ____

Please relay any additional comments, insights, or input on behalf of this candidate.

Printed Name

Signature

Date

Title

School/Company/Organization

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