



HCA Staff Application

Hillsboro Christian Academy
849 S High St, Hillsboro, OH 45133
www.hillsborochristianacademy.org

Please fill out the following application and attach appropriate documents. Be sure to sign where noted and mail or email to the above address. Thank you.

Check when completed:

- I have read and agree with the Mission, Vision, Core Values and Statement of Faith
- I have completed, signed and dated this application
- I have attached copies certifications as applicable to the position
- I have attached copies of college course work

Personal Information:

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Email _____

DOB (optional) _____

Marital Status: Single Married Divorced Widowed Separated

Are you as U.S. Citizen? Yes No

Please explain your employment preference at Hillsboro Christian Academy _____



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Education and Certification:

School	Major/Minor	Degree	Years Attended	Year Graduated

Please attach copies of your transcripts.

Certification	Date Received	Expiration Date	Subject

Please attach copies of your certifications.

What grade levels or subjects are you best equipped to teach? _____

Did you do any special study or research that would aid your teaching ability? _____

List any special skills you have other than teaching _____



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Work Experience:

List below your last four employers, starting with the last one first.

Date: Month & Year	Name & Address of Employer	Salary	Position	Reason for Leaving

Spiritual Maturity:

*Please attach additional explanations if more space is needed to respond to the following questions.

Briefly, give your testimony. How and when did you become a Christian? _____

Which church do you attend? How long have you attended there? _____

Do you currently serve as a volunteer in any areas of ministry at your church? _____



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What gifts do you believe the Lord has equipped you with to build up the Church? _____

List books you are presently reading or studying in your personal devotions? _____

Christian Education:

What do you consider to be distinctive characteristics of the Christian School? _____

What is the role of the parent in the Christian School? _____

Define what you believe mentoring is and how you might mentor a student? _____



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References:

Please fill in the appropriate 4 references below, the last one is your choice.

Role of Reference	Name	Address	Phone / Email	How long have you known this person?
Pastor				
Administrator / Boss				
Fellow Teacher				
Your Choice				

Affidavit:

I HEREBY RELEASE AND HOLD HARMLESS FROM LIABILITY all persons, and other entities which provide references or information to Hillsboro Christian Academy with regard to me or my background.

I consent to a copy of this consent being furnished to any reference that I have provided to Hillsboro Christian Academy and to any other person, organization or entity that Hillsboro Christian Academy deems necessary in connection with its investigation of my character and qualifications. I realize that this information may be of a confidential nature and will be discussed with only those on a need to know basis: at a Pastoral level, Administration, or anyone who might be involved in the background check.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed falsified statements on this application shall be grounds for dismissal.

Printed Name _____

Signature _____

Date _____