



## **INITIAL TEACHER APPLICATION**

Your interest in *Faith Heritage School* is appreciated. We invite you to fill out this initial application and return it to our school office. If there is a current opening that you are applying for you please also send along any additional resume and/or certification documents as appropriate. If there is not a current opening we invite you to fill out an application and if an opening occurs for which you may qualify, we will notify you and ask you to send your placement file to our office. Once an application is received we may contact your references. If we have continued interest in your candidacy, we will contact you and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who love the Lord, who are professionally qualified, who can connect with and disciple Children, and who, by the pattern of their lives, will act as Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants and with our school.

Copies of this application are available on our website: [www.faithheritageschool.org/employment\\_opportunities](http://www.faithheritageschool.org/employment_opportunities)

### **A. APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Available for employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

How long have you been at the above address? \_\_\_\_\_

Permanent address if different than present address listed above:

\_\_\_\_\_  
Please list any additional addresses where you have resided during the past five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_

Best time to contact you? \_\_\_\_\_ Which phone number shall we use first when calling? \_\_\_\_\_

### **Additional Application Contents:**

This application should also contain the following inserts. If any of these inserts do not appear with this application, please contact the school office.

- Salary Schedule (*Not available on the website. This form may be mailed or emailed upon request.*)
- Christian Teacher Job Description (*Also available on our website, "Campus Life > Employment Opportunities*)
- Other: \_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Secondary (Gr. 7-12) \_\_\_\_\_ Subject Area \_\_\_\_\_

Full time \_\_\_ Part time \_\_\_ Substitute \_\_\_ Other: \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade/ability levels).

\_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

*\* In your own handwriting, on separate paper, briefly give your Christian testimony.*

Please read our *Statement of Faith* on the last page of this application and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member of your church in good standing? \_\_\_\_\_ How long? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other ministries of your church?

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Describe your routine of personal Bible study and prayer.

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What books other than the Bible have you read recently that have helped you spiritually?

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**D. PROFESSIONAL QUALIFICATIONS**

*\* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

Please list the degrees you currently hold?

Degree	Date Received	Issuing Institution
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Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Cumulative grade point average: Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Date of Bachelor's degree \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School Name	Grades or Subjects	Dates	Semester/Quarter Units
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Are you capable of teaching a Bible class in your church? \_\_\_ If yes, what would be your subject preferences? \_\_\_\_\_

To what degree are you familiar with Christian or secular textbook series (*please name those that you are familiar with*) \_\_\_\_\_

Textbook series preferences? \_\_\_\_\_

List any other educational advantages that you have had including opportunities for travel.

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List any books or articles that you have read recently that have helped you to grow professionally.

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**E. TEACHER CERTIFICATIONS**

Do you have an ACSI Teaching Certificate? Yes \_\_\_\_ No \_\_\_\_ What level? \_\_\_\_\_

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Remains valid for how long? \_\_\_\_\_ Expires? \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Valid for how long? \_\_\_\_\_ Expires? \_\_\_\_\_

Endorsement(s) \_\_\_\_\_ List semester hours in endorsement area(s) \_\_\_\_\_

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If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

- *Please attach photocopies of any certificates held.*

**F. PHILOSOPHY OF CHRISTIAN EDUCATION**

Have you had any courses in the Christian Philosophy of Education? \_\_\_\_ If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_

***Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.***

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

List any conferences or seminars that you have led or participated in recently. \_\_\_\_\_

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Describe how teacher evaluation has been helpful to you. \_\_\_\_\_

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**G. PERSONAL PHILOSOPHY**

\* On separate paper please label and succinctly answer in 1 or 2 paragraphs each of the questions below.

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**H. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*If necessary, you may follow the same format and list other employment on a separate paper.*

Are you holding or have you signed a contract with any other educational institution? Yes \_\_\_ No \_\_\_

Please indicate any different name(s) such as maiden names you used while employed at any of your previous employers: \_\_\_\_\_

Have you served in the military? Yes \_\_\_ No \_\_\_. If yes, what type of training or education did you receive?

\_\_\_\_\_

**I. PERSONAL REFERENCES**

Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service.  
*List your current pastor first.*

1. Name: \_\_\_\_\_ Church: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

3. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

*If necessary, you may follow the same format and list other references on a separate paper.*

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Give three references who are qualified to speak of your professional training and experience.  
*List your current or most recent principal or supervisor first.*

1. Name: \_\_\_\_\_ School/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ School/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

3. Name: \_\_\_\_\_ School/Business: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Job Title/Position: \_\_\_\_\_

*If necessary, you may follow the same format and list other employment on a separate paper.*



**Faith Heritage School**  
**AUTHORIZATION TO**  
**RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Faith Heritage School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Faith Heritage School, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Faith Heritage School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print)

Date

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Applicant's Signature

Faith Heritage School  
3740 Midland Ave.  
Syracuse, NY 13205  
(315) 469-7777 Fax: 492-7440  
Email: [fhs@faithheritageschool.org](mailto:fhs@faithheritageschool.org)



## Faith Heritage School

### APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that *Faith Heritage School* 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 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.

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Applicant's Name (Print)

Date

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Applicant's Signature

Upon completion of this application, please send this application to the address below along with copies of all required transcripts, certificates and related documents. If required, school personnel will request original documentation.

Faith Heritage School  
Attn: Neal Capone, Head of School  
3740 Midland Ave.  
Syracuse, NY 13205

**Additional Contact Information:**

Phone: 315-469-7777 Fax: 315-492-7440

Email: [ncapone@faithheritageschool.org](mailto:ncapone@faithheritageschool.org)

Web site: [www.faithheritageschool.org](http://www.faithheritageschool.org)

Unless otherwise requested, all documents become property of Faith Heritage School.

Applications for employment remain on file for up to 3 years.



# Faith Heritage School

## **Statement of Faith**

1. We believe the Holy Bible to be the inspired, infallible, authoritative Word of God, and that it is the supreme and final authority in faith and life.
2. We believe that there is one God, eternally existing 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 death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest and Advocate, and we expect His promised personal return soon for His Church.
4. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice, according to the Scripture; and that all who truly repent of their sins and believe in Him are justified by the vicarious merit of His shed blood.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live in fruitful obedience to God's laws.
6. We believe in the resurrection of both the saved and the lost: the saved into everlasting joy in Heaven with Christ; the lost into everlasting conscious torment in Hell with Satan.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Mission Statement**

Faith Heritage School exists to glorify God by providing a sound, Biblically integrated program in order to assist parents and churches in equipping students for Christian living and service within today's changing world.

## **Requirements for Faculty and Staff**

It is vital that the standards at Faith Heritage School be high. The school has a strong positive program to present and it must be undertaken by well-qualified, dedicated personnel.

The following are the spiritual and academic requirements for faculty and staff at Faith Heritage School.

### ***Spiritual Requirements***

A candidate must:

1. Be a born-again Christian who is growing in spiritual maturity.
2. Be in full agreement with the school's Statement of Faith.
3. Feel a definite calling from the Lord to Christian School Education and to Faith Heritage School.
4. Be a member of an evangelical church which subscribes to our school's Statement of Faith.
5. Maintain his/her life consistent with the qualifications for elders as set forth in 1 Timothy 3:2 –7.
6. Be willing to abstain from drunkenness and the use of tobacco and illegal drugs.
7. Be willing to uphold FHS standards of morality, dress, and Christian conduct.
8. Agree and abide by the biblical definition and principles of marriage and of sexuality including the design of sexual relations to be heterosexual and within a marriage relationship. (Genesis 2, Romans 1:24-32, 1 Corinthians 6:9-11, 2 Corinthians 6:14)

### ***Academic Requirements***

Teacher candidates must have at least a Bachelor's Degree.

Teachers are also expected to hold or be actively pursuing New York State and/or ACSI teacher certification.