

OFFICE USE ONLY

Applicant's Last Name

Applicant's First Name

Position Applied For

Submission Date

Interview Date/Time

Referred By

Seeking: Full Time Part Time Substitute



Employment Application

Welcome to the employment process of Heritage Oak School of Tehachapi, California.

Our mission is to serve Christian families and their children by discipling passionate hearts and strong minds to be **ALL** for Christ. We desire that our graduating students adore Jesus first and foremost by honoring Him and consistently nurture a Godly character, that they know God's Word and His Creation, that they seek to grow in their knowledge and wisdom while thinking clearly with discernment, and that they demonstrate their love for Jesus by serving others and actively seeking to influence the world with the gospel.

Regarding applicants for employment, we desire to be as transparent as possible regarding our beliefs, practices, and teachings that they may know in advance if Heritage Oak School aligns with their own understanding and acceptance of Scriptural Truth. Because faculty and staff are considered ministers of the gospel message for Country Oaks Baptist Church, a strong personal testimony and evidence of a relationship with Jesus Christ is essential to providing the mentor/disciple relationship expected at Heritage Oak School. In addition, the applicant's commitment to corporate worship in a Bible-believing church, biblical education, biblical parenting, and Christian standards of conduct are also considered. Please read our *Statement of Faith* and the *Statement on Social Justice and the Gospel* that are required for all employees to sign before being hired by Heritage Oak School.

We do not discriminate based on race, color, national or ethnic origin as to administration of our education policies, hiring and employment policies, or other school-administered programs. However, during the hiring process, each applicant's spiritual, academic, and teaching qualifications, professional development motivation, character, social and emotional health, as well as giftedness and ability to teach will be taken into consideration.

Please be sure to submit the following documents with this application:

- A recent photo of yourself
- Complete college transcripts
- Copies of credentials/certificates
- Written references
- Additional written responses as outlined in this application

All documents may be submitted electronically to info@heritageoakschool.com or delivered to the school directly. Once the formal application has been submitted and reviewed, candidates will be selected for the interview portion of the hiring process. Those advancing to the final step in the application process will be asked to demonstrate their teaching skills for administrative evaluation.

At any time, should you need assistance, please contact our School Office for help. We look forward to meeting you and will be praying for you as you proceed in the application process.



Heritage Oak School

APPLICATION FOR EMPLOYMENT

HERITAGE OAK SCHOOL
 20915 Schout Rd.
 Tehachapi, Ca. 93561
 (661) 823-0885
 Fax: (661) 823-0863
 www.heritageoakschool.com

Submission Date: _____ Seeking: Full Time Part Time
 Position: Aide Substitute Faculty – Grade/Subject: _____

NOTE: Please include with this application the following items:

- A recent photo of yourself
- Complete college transcripts
- Copies of credentials/certificates
- Written references

GENERAL INFORMATION

Last Name	First Name	Middle/Maiden Name/All Aliases
Address		Email Address
City	State	Zip
		Cell Phone
___/___/___	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow/Widower
Date of Birth	Biological Gender	Marital Status

BACKGROUND INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a U.S. Citizen?	Are you legally eligible to work in the U.S? NOTE: In compliance with the Immigration and Reform and Control Act of 1986, you will be required to verify and document your employment eligibility if hired.	
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a crime? If yes, please explain.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been dismissed for misconduct or unsatisfactory performance or been forced to resign from a job? If yes, please explain.		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any recurring illness or other difficulties that may, at any time, affect your teaching ability? If yes, please explain.		
Spouse's Name (if applicable)	Spouse's Occupation	Spouse's Cell Phone

SPIRITUAL INFORMATION

Name of Church	Denominational Preference	
Church Address	Church Phone	
City	State	Zip
		E-mail address

On a separate sheet of paper please describe the following:

- A. A brief version of how you came to a saving faith in Jesus Christ and your spiritual journey since then.
- B. The authority the Scriptures have in the world and in your life.
- C. Your belief on the origin of the earth and mankind.
- D. Your strengths (areas of spiritual gifting, personality, temperament, character qualities) and your weaknesses.

<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Have you read through the entire Bible? Please share your daily Bible reading habits/liturg.

Please share any formal training you may have had in the Scriptures or in Christian Education?

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

Please share any formal training you may have had in the Scriptures or in Christian Education?

Describe your views on the role of the church and church membership?

What books you have read recently that have helped you grow spiritually.

EDUCATION AND CREDENTIALS

1	
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Name of College/University/Seminary Attended

City/State

2	
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Name of College/University/Seminary Attended

City/State

3	
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Name of College/University/Seminary Attended

City/State

<input type="checkbox"/> AA <input type="checkbox"/> BA/BS <input type="checkbox"/> MA <input type="checkbox"/> PhD/Doctorate		
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Degrees earned; Check all that apply.

Major

Minor

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> State:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Do you have a state-issued teaching certificate?

Is it currently valid?

Expiration Date?

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Please list any additional certifications you have earned.

Denominational Preference

TEACHING EXPERIENCE

1	
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Name of School Address/ City/State

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Grades/Subjects Inclusive Dates Final Salary Reason for Leaving

2	
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Name of School Address/ City/State

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Grades/Subjects Inclusive Dates Final Salary Reason for Leaving

3	
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Name of School Address/ City/State

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Grades/Subjects Inclusive Dates Final Salary Reason for Leaving

Please share any extra-curricular or co-curricular clubs, sports, or other activities you have supervised or taught?

Have you worked with children or students in any other capacity such as teaching Sunday School, camps, community sports, etc.?

Describe any non-teaching experiences or training you have had that you believe would enhance your ability to teach at Heritage Oak School.

What books you have read recently that have helped you grow as an educator.

Please share any prior experience with classical education or anything you have read about classical education.

<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Have you signed a contract for next year with any other educational institution? What grade levels/subjects do you feel qualified to teach?

On a separate sheet of paper please describe the following:

- E. The unique function of a Christian School.
- F. Your reasons for seeking a position at Heritage Oak School.
- G. A response to the essay by Dorothy Sayers, *The Lost Tools of Learning*. Include a summary and analysis of her educational philosophy and your personal thoughts. (The essay can be found at heritageoakschool.com/employment-opportunities/.)

PERSONAL EXPERIENCE

Please share a bit about your hobbies, clubs, and interests.

Please share any mission, military, or travel experiences.

What do you read for pleasure and how often?

What kind of cultural events or venues do you enjoy and approximately how often do you attend these? (Museums, concerts, operas, lectures, etc.)

STATEMENT OF FAITH

As a Christian School, the following statement of faith expresses the basics of our beliefs:

We recognize and believe in the authority of the Bible as the Word of God. We do not recognize creeds issued by man as authoritative and binding, but we do offer in humility and sincerity the following statement of doctrine:

1. **The Scriptures.** The Old and New Testaments are the divinely inspired Word of God and infallible and inerrant in their original writings. They are perfect and complete, the only written Revelation of God to man and authoritative in all matters. II Timothy 3:16-17; II Peter 1:20-21; Galatians 1:11-12; II Peter 1:10-12; Luke 24:44.

2. There is only one living and true **God** who as Creator of the universe eternally exists in three persons: God the Father, God the Son and God the Holy Spirit. Genesis 1:1-2,26; Deuteronomy 6:4; Ephesians 4:6.

- **God the Father.** He is omnipotent, omnipresent and omniscient. He reveals Himself as a merciful and loving Father seeking fellowship with mankind. John 5:19-26; II Corinthians 6:18; Revelation 21:3.

- **God the Son.** He is revealed as Jesus Christ, the only begotten Son of God; born of a virgin, He is both God and man sent to seek and to save that which was lost. Luke 19:10; John 1:1-2,14,18; 3:16; Luke 1:35; Matthew 1:18-21.

- **God the Holy Spirit.** He is sent forth from the Father to indwell the saints, to be their counselor and comforter, to empower them for service, and to seal them to Himself. His work is to convict the world of sin, of righteousness and of judgement. He bestows spiritual gifts upon the believers for perfecting of the saints. John 16:5-16; Acts 1:8, Ephesians 1:13-14; 4:7-14

3. **Man** was created in the image of God without sin. He voluntarily fell from his sinless state and sin has been passed on to all of mankind alienating all from God resulting in physical and spiritual death. Genesis 1:27; 2:7; 3:1-19; Psalm 14:1-3; Jeremiah 17:9; Romans 3:23; 6:23; Revelation 20:11-15.

4. Because mankind is hopelessly lost, we are in need of a Savior. **Salvation** has been provided through substitutionary death of Jesus upon the cross. Through the shedding of His blood we have the forgiveness of sin. Salvation is a gift entirely by the grace of God. Through repentance and faith in His death and resurrection, we have a living hope and through faith are shielded by God's power until the coming of salvation that is ready to be revealed in the last time. **Please Note: Salvation comes by grace alone, through faith alone, on the merits of Christ alone, and not through the merit or works of man. The grace that saves does not come through acts of obedience or church sacraments.** I Peter 1:3-5; I John 1:7-9; 5:10-13; Hebrews 10:5-25; Revelation 1:5-6; 5:9-10.

5. Christ's **Church** is composed of all born-again believers in Him. Matthew 16:15-19; Ephesians 4:1-16; Colossians 1:24-27. This local church is that body of believers who are voluntarily united together for:

- a. **Worshipping God.** John 4:23-24; Hebrews 10:25.
- b. **Ministering to the saints.** Galatians 6:2; John 13:14; I Peter 4:10.
- c. **Evangelizing and discipling.** John 21:15-17; I Corinthians 11:23-25; Acts 1:8.
- d. **Keeping the ordinances** of baptism and the Lord's Supper - - Matthew 28:18-20; I Corinthians 11:24-26
- e. We believe in, and practice, **baptizing believers by immersion.** Matthew 3:13-17, Acts 8:38-39

6. At the **close of this age**, all of mankind will be judged. The believers will be rewarded for their acts of righteousness and the unbelievers will be judged for their deeds and unbelief. Christ was sacrificed once to take away the sins of many people; and He will appear a second time, not to bear sin, but to bring salvation to those who are waiting for Him. (Hebrews 9:28) Daniel 12:1-3; I Corinthians 3:9-17; Revelation 20:11-21:8.

7. **Marriage** is an ordinance of the Church that has been established and instituted by God from the dawn of the human race, as described in the early chapters of Genesis. It has been codified in the Mosaic Law, and the Old Testament prophets compared it to the relationship between God and His people.

Jesus Christ our Lord explained the original intention and core elements of marriage. When quoting the writings of Moses, Christ reminded us that "a man shall leave his father and his mother, and cleave unto his wife, that the two shall become one flesh". (Matt. 19:5; Mark 10:7)

The Apostles give explicit instructions on this union, teaching that marriage is a typology of Christ and His Bride, the Church. As such, the Church views marriage as a profound spiritual institution established by God. In as much as Christians join in a union as man and wife, it is both

- a. an act of obedience to God.
- b. an act of worship

In accordance with the Holy Scripture, Country Oaks Baptist Church defines "marriage" as the exclusive union of one biological man and one biological woman in which such a union is a lifetime commitment, as described in the Scriptures. A civil government's sanction of a union will be recognized as a legitimate marriage by this Church only to the extent that it is consistent with the definition of "marriage" found in these By-Laws and Statement of Doctrine. Ref: Genesis 1:27; 2:18-24; Malachi 2:13-16; Matthew 19:3-12; I Corinthians 7:1-40; Ephesians 5:21-33; I Peter 3:1-7

8. **Human Sexuality** – Legitimate sexual relations are exercised solely within marriage as described in Holy Scriptures. Hence, sexual activity outside of marriage (referred to in the New Testament as "porneia" in Greek) including, but not limited to adultery, premarital sex (fornication), homosexuality, and pedophilia are inconsistent with the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation, distribution, and/or viewing of pornography are incompatible with the Biblical witness and the teachings of the Church. Reference: Exodus 22:16-19; I Corinthians 6:9-11 and 15-20; 7:1-12; Ephesians 2:1-3; 4:17-19; 5:1-7; Hebrews 13:4; 1 Peter 1:13-16; 4:1-5.

9. **Affirmation** – Every pastor, elder, member, ministry leader or worker, volunteer, or employee shall affirm the Country Oaks Baptist Church Statement of Doctrine and shall conduct themselves in a manner that is consistent therewith.

AFFIRMATION

I affirm the Statement of Faith as expressed above.

I warrant that the representations made herein are true.

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Applicant's Signature

Date

Heritage Oak School does not discriminate on the basis of age, race, color, national origin, ancestry, physical disability, mental Disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), birth gender, military or veteran status, or any other status protected by federal, state, or local laws.