

# Heritage Instructional Services (HIS)

~Assisting home school families through tutorial classes

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION

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

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

Address:

\_\_\_\_\_  
(Street) (City) (State & Zip)

Email address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Emergency contact person & number \_\_\_\_\_

**It is the policy of HIS that all staff regularly attend a local church.**

Church: \_\_\_\_\_

Address:

\_\_\_\_\_  
(Street) (City) (State & Zip)

Denomination: \_\_\_\_\_ Pastor: \_\_\_\_\_

### EDUCATIONAL PHILOSOPHY AND TRAINING

Using a separate sheet of paper when necessary, please respond to the following requests and/or questions.

1. Express your thoughts on discipline. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have any formal training in education? If yes, please list date and type of training.  
\_\_\_\_\_  
\_\_\_\_\_

3. Do you have administrative experience or training? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### WORK EXPERIENCE

List work experience, particularly as it relates to the position.

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

**REFERENCES**

Please provide references that can attest to your Christian character:  
Your current pastor, a colleague, a neighbor or friend

Name	Phone #	Relationship	# Years Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**BACKGROUND**

Have you ever been arrested or convicted for any criminal act? \_\_\_\_\_

If yes, please explain on a separate page.

**PROFESSIONAL EDUCATION AND TRAINING**

Secondary School:

Name: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Address: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

College/University:

Name: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Address: \_\_\_\_\_ Date Graduated: \_\_\_\_\_

College Major: \_\_\_\_\_ College Minor: \_\_\_\_\_

Degree(s) Earned: \_\_\_\_\_ Certification: \_\_\_\_\_

Other Training Courses/Seminars/Workshops: \_\_\_\_\_

List the computer programs or applications in which you are proficient:

\_\_\_\_\_

**ADDITIONAL INFORMATION**

Is there any additional information that you would like to provide?

If yes, please provide on a separate sheet of paper.

All information included in this application is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date