

Employment Application



Thank you for your interest in employment at High Point Preparatory Academy (HPPA, High Point Prep).

We will review your completed application and will contact you when a position becomes available in alignment with the strengths of your employment profile.

We keep all applications active for one year from the date of receipt. If we have not called you or sent you a letter within the allotted time for keeping your application active, please feel free to contact us and request that your application continue in our active file. Please bear in mind that all High Point Preparatory Academy regular teaching positions will be filled with degreed, certified teachers. Additionally, High Point Church membership is a pre-requisite for all High Point Prep employees.

Once again, thank you for your interest in High Point Preparatory Academy. Our prayer is that God's perfect plan for both your life and High Point Prep will be made evident to both you and HPPA administration.

Commissioning Christ-like leaders,

A handwritten signature in cursive script that reads "Beth Featherston".

Beth Featherston
Principal



HIGH POINT PREPARATORY ACADEMY EMPLOYMENT APPLICATION

GENERAL INFORMATION

High Point Preparatory Academy does not unlawfully discriminate in the hiring or employing of an individual based on the following: race, color, natural origin, age, sex, ancestry, and presence of a non-job-related medical condition or handicap. No question on this application is intended to secure information to be used for such discrimination.

NAME: _____
First Middle Last

ADDRESS: _____
Street Apt. Number
_____ City State Zip

TELEPHONE: _____
House Number Cellular Number

BIRTH DATE: _____ **SOCIAL SECURITY NUMBER:** _____
Month Day Year

CURRENT EMPLOYER: _____

MARITAL STATUS: Married Single Engaged Widowed Separated Divorced

NAME OF SPOUSE: _____ **EMPLOYER:** _____
First Last

CHILDREN: _____
Child's Name Child's Age
_____ Child's Name Child's Age
_____ Child's Name Child's Age

POSITION APPLYING FOR: _____

Do you have your own transportation? Yes No

EDUCATION INFORMATION

High School Education	City/State	Years (From/To)	Diploma Received

College Education	Major	Minor	GPA	Degree Earned

Honors given, offices held, extracurricular activities:

GENERAL INFORMATION

1. EMPLOYER: _____

ADDRESS: _____
Street City State Zip

POSITION: _____

DATES: _____
From To

REASON FOR LEAVING: _____

2. EMPLOYER: _____

ADDRESS: _____
Street City State Zip

POSITION: _____

DATES: _____
From To

REASON FOR LEAVING: _____

3. EMPLOYER: _____

ADDRESS: _____
Street City State Zip

POSITION: _____

DATES: _____
From To

REASON FOR LEAVING: _____

Telephone number of most recent employer: _____ May we contact them? Yes No

Last annual salary: _____ Years of full-time teaching experience: _____

List your experience with children other than above:

PLACEMENT INFORMATION

Do you have a valid state teaching certificate? Yes No What state? _____

What endorsements do you have? _____

Grades or subjects you prefer: _____

List activities or organizations with which you are willing to sponsor or assist:

List any memberships you have with professional groups:

EDUCATIONAL PHILOSOPHY INFORMATION

Have you taken classes in Christian education?

Why are you seeking a position in Christian education?

What do you consider to be the proper standard for classroom discipline?

How would you implement and maintain this standard?

What areas do you feel are your strengths - both professional and personal?

What challenges you the most professionally?

PROFESSIONAL/PERSONAL REFERENCES

Please list three people who have been acquainted with your experience as a professional educator:

Name	Telephone	Address	Years Acquainted

Please list two people who can serve as personal references:

Name	Telephone	Address	Years Acquainted

PROFESSIONAL AND PERSONAL REFERENCE RELEASE:

I hereby release all my references from all liability pertaining to information and opinions contained in this reference section. Furthermore, I agree that High Point Preparatory Academy has the right to keep this information confidential, meaning that the contents of the reference form will not be shared with me.

Applicant's Signature

PROFESSION OF FAITH/CHURCH AFFILIATION

Have you made a profession of faith in Jesus Christ? Yes No When? _____

Please relate this experience and describe your relationship to Jesus Christ since that time:

Where is your church membership? _____

Church Address: _____

Pastor's Name: _____

Please list any church activities with which you are currently involved:



HIGH POINT PREPARATORY ACADEMY

STATEMENT OF FAITH

WE BELIEVE...

- A. That the Bible is the inspired, infallible, and authoritative written Word of God.
- B. That there is one God, eternally existent in three persons, Father, Son, and the Holy Spirit.
- C. In the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, substitutionary and atoning death, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.
- D. That regeneration by the Holy Spirit is essential for personal salvation, and that the only means of being cleansed from sin is through repentance and faith in the shed blood of Christ; and that by God's grace through faith alone we are saved.
- E. In water baptism by immersion to signify the old man buried with Christ and the new man raised in newness of life in Christ.
- F. In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
- G. The baptism with the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- H. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- I. In the spiritual unity of believers in our Lord Jesus Christ.

I am in agreement with and support this Statement of Faith:

Applicant's Signature

Date

HEALTH INFORMATION

Please list any health condition(s) that might interfere with your ability to perform the responsibilities of the position for which you are applying:

Are you currently under a doctor's care? Yes No

If yes, please explain:

Which of the following best describes your current physical condition?

Excellent Above Average Average Below Average Poor

ADDITIONAL INFORMATION

Have you ever been convicted of a felony or misdemeanor other than a traffic violation? Yes No

If yes, please explain:

Have you ever been accused of child abuse? Yes No

Have you ever been involved in homosexual activity: Yes No

Please list any additional information that would affect your prospective employment at High Point Preparatory Academy:

IMPORTANT INFORMATION

In processing this employment application, High Point Preparatory Academy will request a criminal background check and driver's license check. All records will be kept confidential. If you are to be hired by High Point Preparatory Academy, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION: I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by High Point Preparatory Academy. I understand that any employment is conditional upon a successful background investigation. I authorize High Point Preparatory Academy or its agents to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to High Point Preparatory Academy, without giving me prior notice of such disclosure. In addition, I release High Point Preparatory Academy or its agents, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option that no such promise or guarantee is binding upon High Point Preparatory Academy unless made in writing. I also understand that filling out this form does not indicate there is a position open and does not obligate High Point Preparatory Academy to hire. If hired, I agree to abide by all High Point Preparatory Academy work rules, policies, and procedures. High Point Preparatory Academy retains the right to revise its policies or procedures in whole or in part at any time.

Once this application is completed in its entirety and you have signed below, please attach a copy of your college transcripts and teaching certificate(s). Also, be sure that the requested references submit their recommendations as your application package will not be reviewed until all of the items are received. Please return or mail to High Point Preparatory Academy.

REQUEST FOR CRIMINAL HISTORY AND CENTRAL REGISTRY CHECK

First Name	Middle Name	Last Name
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Other names Used (*Married, Maiden, etc.*)

First Name	Middle Name	Last Name
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Address	City	County	State	Zip Code
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Telephone	Birth Date	Social Security Number	Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
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DL #	State	Exp. Date
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List all other cities in Texas where there has been residency:

Date Hired/Used by the Facility/Agency	Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American/Alaskan <input type="checkbox"/> Other
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I verify that all information in this application for employment is accurate to the best of my knowledge.

Applicant's Signature

Date