



7200 Denton Highway
Watauga, TX 76148

www.hcasaints.org
817-485-1660

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature on the back of this application.

PERSONAL INFORMATION			
Last Name	First	Middle	Application Date
Street Address			Home Phone or Cell
City, State, Zip			Email
Have you ever applied for employment with HCDC OR HCA? YES NO If yes: Position Month/Year Department			Are you currently employed? YES NO
Position Desired (Teacher, Assistant, Admin. etc.): First Preference Second Preference			
If you have relatives employed by HCA, please list them here.			Desired Pay Rate
Do you seek full or part-time employment? FULL-TIME PART-TIME			Lowest Pay You Will Accept
Are you legally authorized to work in the United States on a full-time basis? YES NO Please note: You will be required to provide proof of the authorization.			Hours preferred
List other special training, experience, qualifications, or skills related to the position(s) for which you are applying (languages, certifications, training, etc.)			Date you be available to begin employment?
			In what career field do you want to eventually work?
CHRISTIAN EXPERIENCE			
Have you accepted Jesus Christ as your personal Savior and Lord? YES NO When?			
Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith and conduct? YES NO			
Church affiliation: Name of church _____ Are you a member? YES NO Pastor's Name _____			
List church activities in which you are involved:			
Are you willing to work harmoniously with members of other denominations? YES NO			
In your own handwriting, please share your Statement of Faith: (Please use a plain sheet of paper if more room is needed.)			

EDUCATION

A copy of your High School & College diploma and all certifications will be required to work for HCA: EE.

School	Name and Location of School	Major	Years Completed	Did you graduate?	Degree or Diploma
High School		n/a		YES NO	
Business/Trade Technical				YES NO	
College				YES NO	
College				YES NO	
College				YES NO	
College				YES NO	

Please circle the areas in which you have experience:

Administration Infants Toddlers PreK After School
 Receptionist Management Van Driver Cook Custodial

Are you computer literate? YES NO

What computer programs are you familiar with?

Do you hold a valid Child Development Associate certification? YES NO

Circle Type Infant/Toddler PreK

Date Issued

Do you have a current first aid card? No Yes Expiration Date: _____ Do you have a current CPR card? No Yes Expiration Date: _____

Have you had pre-service training as required by Child Care Licensing to work in licensed programs? Yes No

HEALTH & PHYSICAL

Would you take a physical examination, if required? YES NO

Are you able to lift and carry a child up to 25 pounds? YES NO

Are you able to supervise children at all times and assist children in emergency situations? YES NO

GENERAL

Have you ever been convicted of, or pled guilty or no contest to, a misdemeanor or felony or are there any charges pending against you?
 YES NO If yes, give details.

Are you now or do you expect to be engaged in any other business or employment? YES NO If yes, please explain.

Of what clubs, organizations, civic or other groups have you been a member in the last five years? (Exclude those which may disclose your race, color, gender, age, or national origin.)

Please provide the name and address of the person to be notified in case of accident or emergency:

EMPLOYMENT HISTORY

Company Name		Telephone
Address		Employed (Include month and year) From _____ To _____
Name of Supervisor	May we contact this employer? YES NO If no, state reason.	Pay Rate (Circle one- Hourly Weekly Monthly) Start _____ Final _____
State your job title and describe your work.		Reason for leaving
Company Name		Telephone
Address		Employed (Include month and year) From _____ To _____
Name of Supervisor	May we contact this employer? YES NO If no, state reason.	Pay Rate (Circle one- Hourly Weekly Monthly) Start _____ Final _____
State your job title and describe your work.		Reason for leaving
Company Name		Telephone
Address		Employed (Include month and year) From _____ To _____
Name of Supervisor	May we contact this employer? YES NO If no, state reason.	Pay Rate (Circle one- Hourly Weekly Monthly) Start _____ Final _____
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Address		Employed (Include month and year) From _____ To _____
Name of Supervisor	May we contact this employer? YES NO If no, state reason.	Pay Rate (Circle one- Hourly Weekly Monthly) Start _____ Final _____
State your job title and describe your work.		Reason for leaving

Have you ever been fired from a job or asked to resign? YES NO If yes, please explain.	
Is there any additional information necessary for us to check your work record? (For example: change of name, use of assumed name, or nickname) YES NO Other names used:	
Are you able to lift 20 lbs.? YES NO	Are you able to lift 50 lbs.? YES NO
Have you ever worked in a licensed child care facility? YES NO If yes, how many years?	
Do you have any other child care experience? YES NO If yes, please list.	
Have you had your driver's license suspended or revoked in the last three years? YES NO	
Are you 18 years of age or older? YES NO	Are you 25 years of age or older? YES NO

Please list two non-relatives whom you have known for at least one year.

Name	Daytime Phone	Relationship

Please list three non-relatives whom can attest to your spiritual walk & commitment to a Christian lifestyle.

AFFIDAVIT

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the company shall not be liable in any respect if my employment is terminated because of falsified statements, answers, or omissions made by me in this application.

I also authorize the companies, schools, or persons named above to give any information regarding my employment, character, and qualifications. I hereby release said companies, schools, or persons from all liability for any damage in issuing this information.

I certify that all statements and answers to questions about my health are true and were made by me without any reservations. I expressly waive all provisions of law prohibiting any physician, person, hospital, or other institution that has or may hereafter attend or furnish me with treatment from disclosing to the company any knowledge or information thereby acquired.

I authorize Harvest Christian Academy to obtain information about me from my previous employers, schools, and personal references and to perform a criminal history check.

I understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for termination.

I understand that there is no express or implied contract of employment and that if employed I have been hired at the will of the employer and that my employment may be terminated at will, at any time, and with or without cause. The employer's only obligation is to pay salary or wages due at the time of the termination. I understand that no representative of the church, other than the Administrative Pastor, has authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

Finally, I understand that all company property must be returned and my indebtedness to the company must be paid before my termination. I understand that applicable vacation and sick benefits are issued before I have actually earned the. I understand that if I resign and have used unearned benefits that I will owe HCA for days paid but not earned. I authorize the company to deduct from my final paycheck(s) all monies due to the company.

Signature _____ Date _____

Harvest Christian Academy: Early Education affirms the following core values:

1. Christ is our focus. We strive to ensure that Christ is always the center of everything we do and teach.
2. We place ourselves in a position to scaffold and support HCA: EE families and each other to meet their/our diverse needs in the process of becoming more Christ-like.
3. We as Christians value exploration, creativity, and innovation through the use of developmentally-appropriate curriculum. This is combined with positive teacher guidance for the children in our care.
4. We as a development center recognize the importance of individualized care and the role it plays in advancing individual giftings in children.
5. We believe that the Bible is the infallible Word of God and is therefore taught as truth.
6. We aspire our professional Christian staff to be committed to growing in Christ, so that we may be role models who are set apart as salt and light.
7. We strive to maintain organizational practices, which are thoroughly Christian. We choose to reflect integrity and a solid work ethic.
8. We highly value fair and consistent classroom management with the goal of providing a productive learning environment where creativity can flourish.
9. We value consistent assessment and evaluation so that we can give glory to God for our strengths and to ask God to help improve our weaknesses.
10. We value the responsibility of a Christian child care center to evangelize, nurture and disciple our students for a life of service to God and society.
11. We recognize that professional resources and training are vital for the development and growth of HCA: EE.
12. We understand the value of displaying manners in a Christ-like way.

Harvest Christian Academy's Doctrinal Statement of Faith

- * We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writing, and that they are the supreme and final authority in faith and life. (2 Timothy 3:16-17)
- * We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (John 14:10, 2 Corinthians 13:14)
- * We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. (Matthew 1:18-20)
- * We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also spiritual death which is separation from God; and that we are born with a sinful nature. (Genesis 1:27)
- * We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life and that all men are descended from the historical Adam and Eve, first parents of the entire human race. (Genesis 2:7)
- * We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, a representative and substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood. (Luke 24:46-47)
- * We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. (Luke 24:1-6)
- * We believe in "that blessed hope" - the personal and imminent return of our Lord and Savior, Jesus Christ. (Titus 2:11-13)
- * We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, thereby become children of God, and are eternally secure in Him. (John 3:5-8)
- * We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (1 Corinthians 15:22-23)

I agree to conduct myself according to HCA's EE Core Values and HCA's Doctrinal Statement of Faith and teach in a manner that is not contradictory to its contents.

Signed _____

Harvest Christian Academy Early Education Additional Background Check Information

First Name _____ Middle Name _____ Last Name _____
Social Security Number _____ - _____ - _____
Driver's License # & State of Issue _____ Date of Birth _____
Circle Sex: Male Female
Street Address _____ City _____ State _____
Zip _____ County _____ Home Phone # _____
Other Cities of Residence in Texas _____

Have you lived out of state in the last 5 years? yes no
If so, please list addresses of the out of state residence (list additional on back)
Street Address _____ City _____ State _____
County _____ Zip Code _____
Street Address _____ City _____ State _____
County _____ Zip Code _____
Street Address _____ City _____ State _____
County _____ Zip Code _____

Ethnicity: Hispanic non-Hispanic unable to determine
Race: American Indian/Alaskan Native Asian Black White Native Hawaiian/ Pacific Islander
unable to determine

Alternate Names: (enter all aliases, including maiden name)
First Name _____ Middle Name _____ Last Name _____
First Name _____ Middle Name _____ Last Name _____
First Name _____ Middle Name _____ Last Name _____
First Name _____ Middle Name _____ Last Name _____
First Name _____ Middle Name _____ Last Name _____

During this interview/hiring process, list anything promised to you or pre-agreed upon as part of your employment here?