

Horizon Christian Academy (HCA) exists to prepare Warriors for Christ by partnering with families to provide a Christ-centered educational environment. Your interest in HCA is appreciated. We invite you to fill out this initial application and return it to our school office. If there is an opening for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

The key to HCA’s success is its staff. We are seeking applicants who are qualified professionally, love children, and are committed to serve as Christian role models. (Luke 6:40)

Thank you again for your interest in HCA. We look forward to receiving your

application. We pray that you and your ministry are blessed as we seek God’s will in our lives.

God Bless,



Tom Shefchunas

Head of School

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**EMPLOYMENT APPLICATION**

email to: admin@hcaga.org

1270 Sawnee Drive, Cumming, GA 30040 678.947.0711

Please Check: Mr.🞎 Mrs.🞎 Ms.🞎 Dr.🞎 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Last Name First Name Prefer to be called

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Street City State Zip Code

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

Home Phone Number Daytime Phone Number

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E-Mail Address Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ U.S. citizen or an Alien authorized to work? Yes 🞎 No 🞎

Date available for employment

**Indicate below the position(s) for which you are applying:**

|  |  |
| --- | --- |
| POSITION | GRADE LEVEL/SUBJECT AREA |
| Elementary School Teacher |  |
| Middle School Teacher |  |
| High School Teacher |  |
| Other/Non teaching position |  |

**Educational and Professional Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | SCHOOL | LOCATION | DATES | DEGREE/DIPLOMA | MAJOR |
| High School |  |  |  |  |  |
| College |  |  |  |  |  |
| College |  |  |  |  |  |
| Other |  |  |  |  |  |

**Teaching certification:**

|  |  |  |  |
| --- | --- | --- | --- |
| STATE | CERTIFICATE TYPE | CERTIFICATION NUMBER | EXPIRATION DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How did you learn about our school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Statement**

Please describe your personal relationship to Jesus Christ. (Use back as needed.)

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Briefly describe your personal faith journey, why you chose the teaching profession, and how it relates to your role as a teacher. (Use back as needed.)

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Which church do you regularly attend? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate by placing 1, 2, 3, 4, etc., in priority order you feel qualified to coach or sponsor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic Quiz Bowl |  | Environmental Awareness Club |  | Soccer |  |
| Band |  | Football |  | Student Government |  |
| Baseball |  | Honor Council |  | Swimming |  |
| Basketball |  | Lacrosse |  | Tennis |  |
| Cheerleading |  | Marching Band |  | Track |  |
| Christian Fellowship |  | Mentoring |  | Volleyball |  |
| Community Service |  | Missions |  | Yearbook |  |
| Dance |  | Mock Trial |  | Other, Academic  |  |
| Debate |  | Newspaper |  | Club, specify: |  |
| Drama |  | Science Club |  |  |  |

Please explain your experience level with any of the above activities either as a participant or coach/sponsor.

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**Teaching Experience**

|  |  |  |
| --- | --- | --- |
| School | Location | Principal/Supervisor |
|  |  |  |
| Job Title | Grade/Subject area | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| School | Location | Principal/Supervisor |
|  |  |  |
| Job Title | Grade/Subject area | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| School | Location | Principal/Supervisor |
|  |  |  |
| Job Title | Grade/Subject area | Dates |
|  |  |  |

**Other Work Experience**

|  |  |  |
| --- | --- | --- |
| Employer | Location | Supervisor |
|  |  |  |
| Job Title | Description | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer | Location | Supervisor |
|  |  |  |
| Job Title | Description | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer | Location | Supervisor |
|  |  |  |
| Job Title | Description | Dates |
|  |  |  |

**References**

**Professional**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Position School/Company Name

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 Address Contact Phone Number

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 Address Contact Phone Number

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**Personal**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Position School/Company Name

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 Address Contact Phone Number

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 Name Position School/Company Name

***I authorize Horizon Christian Academy to perform necessary background checks as required for purposes of working with children.***

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

Signature Date

***This is to certify that all statements contained herein are complete and accurate. Incomplete or inaccurate information may result in termination of employment and all contracts and other penalties provided in the Georgia Code regarding “making false statements” and/or “falsification of government records”.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name

HCA does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, of its admission policies, or employment policies.