



HORIZON
Christian Academy

**JUNIOR/SENIOR
HIGH SCHOOL**

5331 Mount Alifan Drive
San Diego, CA 92111-2622
PHONE: (858) 244-0333
FAX: (858) 654-3054

ELEMENTARY SCHOOL

4520 Pocahontas Avenue
San Diego, CA 92117-3710
PHONE: (858) 490-5000
FAX: (858) 490-5005

PRESCHOOL

5331 Mount Alifan Drive
San Diego, CA 92111-2622
PHONE: (858) 277-9376
FAX: (858) 277-1365

www.horizonsd.org

Dear Applicant,

We are glad God has led you to apply to Horizon Christian Academy. As you fill out the attached application, we encourage you to seek God's further direction about the ministry position you are seeking. Please be sure to read each page carefully and answer all questions. Then submit your application along with a copy of your College Transcripts (faculty only) and the Pastoral Recommendation form attached.

Each year numerous applications are received at our school and each is given prayerful consideration. If there is continued interest in your candidacy and a position becomes available which appears you may qualify for, you will be notified concerning the next phase of our application process.

We too are praying for God's perfect will for your life. As you continue to trust His leading, may Proverbs 18:16 encourage you. "A man's gift makes room for him..."

In His service,

The Administrators of Horizon Christian Academy

EDUCATIONAL BACKGROUND:

(All faculty applicants must have a Bachelor's Degree from an accredited institution.)

	Name	Yrs Attended	GPA	Credits	Degree
High School	_____	_____	_____	_____	_____
College(s)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

College major _____ Minor _____

State Teaching Credential: _____ No _____ Yes Level _____ Valid until _____ State _____

ACSI Certification: _____ No _____ Yes Level _____ Valid until _____

Applicants must provide unofficial college transcript with this application, with the understanding that an **official transcript** be provided within **one month** of employment.

TEACHING EXPERIENCE:

Please list all TEACHING RELATED work experience beginning with the most recent, below.

School/Church Name	Grades/Subjects	Dates (From/To)	Reason for leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years teaching experience in the following:

Public School _____ Christian School _____ Other Private School(s) _____

Are you currently under contract with another school? _____ No _____ Yes

Please explain the reason for your leaving, or desiring to leave your current or most recent position.

OTHER WORK EXPERIENCE:

Employer	Position	Dates	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any professional or spiritual conferences, workshops, seminars, or conventions you have attended within the past 2 years

Title	Date	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____

REFERENCES: You must sign the Applicant’s Certification and Agreement as well as the Authorization to Release Reference Information sheet included with this application.

PERSONAL: Please provide four references who are qualified to speak of your spiritual walk and Christian service. You may include your pastor, home fellowship leader, etc. NOTE: Do NOT list family members or relatives as references.

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

PROFESSIONAL: Please provide four references who are qualified to speak of your professional training and/or work experience. List your current or most current supervisor or administrator first.

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

Name _____ Relationship _____ Phone # () _____

Address _____ E-Mail (optional) _____

ADDITIONAL INFORMATION:

List all church activities or ministries you regularly participate in or attend. _____

What other Christian service have you been involved in since becoming a Christian? _____

Describe your routine of personal Bible study and prayer time. _____

What books or tapes have you read or listened to, recently that have helped you grow spiritually? _____

What books or tapes have you read or listened to, recently that helped you grow professionally? _____

What periodicals do you read regularly? _____

Please list your hobbies and/or talents. _____

What do you like to do in your spare time? _____

Describe your areas of strength. _____

Describe your areas of weakness. _____

What activities would you be able and willing to direct, advise or coach? Please check all that apply.

Clubs _____ Drama _____ Sports _____ Speech _____ Choral _____ Other (please explain) _____

Please list any memberships, offices held and honors received in High School _____

College _____ Currently _____

ESSAY:

Please explain, in detail, why you want to teach at a Christian vs. a public or other type of private school. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Horizon Christian Academy does not discriminate in its employment practices against any person because of gender, race, color, national or ethnic origin, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize the agents of Horizon Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employees, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I further waive the right to ever personally view any references given to Horizon Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check.

I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of any and all background information, including criminal background information and proof of legal authority to work in the United States. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I further certify that I have carefully read and do understand the above statements.

Applicant's Signature _____ Date _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Horizon Christian Academy**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the **Horizon Christian Academy**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Horizon Christian Academy**.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

PERSONAL INFORMATION

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

No Yes If yes, please explain: _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral impropriety, or any type of felony? No Yes If yes, please explain

: _____

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers should come from your own personal convictions. We need to know the views of those that would be **Christian role models** for our students. Please share your personal convictions as a Christian toward:

wine, beer, and other alcoholic beverages

smoking and chewing tobacco

marijuana and other non-prescription drugs

entertainment (music/dancing)

pre-marital sex

divorce and remarriage

abortion

homosexuality

gossip

lying

cheating

membership in secret societies (Masonic Lodge, Eastern Star, etc.)

Do you have a personal testimony regarding any of the above items that you would like to share?

No Yes, if so which one(s). _____

ADDITIONAL ESSAY QUESTIONS

On separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.

1. What do you believe about the origin of the earth and mankind?
2. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?
3. How well do you feel that you get along with your peers?
4. Have you ever led a child or youth to Christ?
5. If married, please have your spouse state his/her feelings about your teaching in a Christian school.
6. Please summarize any additional information that you would like to present regarding your candidacy for a position with our school.

Declaration: I understand that this is an application for employment and that no employment contract is being offered at this time.

Signature: _____ Date: _____

Pastoral Recommendation Form

The person below is applying for a teaching position at Horizon Christian Academy. As part of their Application Process, a recommendation from the applicant's pastor is to be included. Please complete **Section II** and return it to the applicant or the school as soon as possible. Thank you!

SECTION I: To be completed by the applicant

Applicant's Name _____

Position applying for _____

Name of Church presently attending _____

Church Address _____

Pastor's Name _____ Telephone Number () _____

Do you attend this church on a weekly basis? Yes No If not, why?

Length of time affiliated with your current church: _____ Years _____ Months

List any areas of ministry in which you are or have been involved:

SECTION II: To be completed and signed by the church pastor or designee

In your opinion:

- Has this applicant demonstrated a real commitment to Christ? _____
- Would this applicant be a good Christian role model for our students? _____
- Would you recommend this applicant without reservations? _____

Additional comments (optional) _____

I further verify that the information stated in Section I above is an accurate reflection of the applicant's church attendance/involvement.

Pastor's or Designee's Signature

Title

Date

Attach to application or mail to:
HORIZON CHRISTIAN ACADEMY
5331 Mt. Alifan Drive, San Diego, CA 92111