



**Heritage Preparatory School
Teacher Application**

Date of Application

_____ _____ _____
Last Name First Name Middle Initial

Street Address City State Zip Code

_____ _____
Phone Number Email Address

Applying for: Full-time _____ Part-Time _____ *Substitute _____

Specify days and hours you are available, if applying for a part-time or substitute position:

Date available for employment by Heritage Preparatory School:

List any friends or relatives employed by Heritage Preparatory School:

Are there any special skills, qualifications, or other experiences you feel would especially qualify you for the position(s) for which you are applying?

Heritage Preparatory School is an equal opportunity employer and makes all decisions regarding employment, compensation, benefits, and all other terms and conditions of employment without regard to a candidate or employee’s race, color, sex, national origin, age, disability, veteran status, or other characteristic protected by federal, state, or local law. As a faith-based institution, the school reserves the right to use religion as a hiring criterion for selected positions, as permitted by law and consistent with the mission of the institution.

Educational Background and Experience

School Type	Name & Address of School	Degree, Major & Date Awarded
Undergraduate		
Graduate		
Other		

Official college and graduate school transcripts must be on file to complete the employment process. These transcripts are not necessary for initial candidate evaluation.

Teaching Assignment Preference

(Indicate the school that best meets your qualifications and interests. If more than one, mark 1st or 2nd)

Lower School _____
(Enrichment I through Class 6)

Upper School _____
(Class 7 through Class 9)
*Class 7 through Class 12 by 2025

Grade Level or Subject Preference: _____

Teaching Experience (List most recent first)

From (Mo/Yr)	To (Mo/ YR)	Name & Address of School	Subject/Grade	Reason for Leaving	Salary

Teaching certification area: _____ State _____ Year Issued _____ Expiration Date _____

Total years of full-time teaching experience: _____

Are you under contract now? _____

May we contact your current employer? _____

Other Work Experience (List most recent first)

From (Mo/Yr)	To (Mo/Yr)	Company Name and Address	Position	Reason for Leaving	Salary

List areas in which you are computer proficient (Google Drive, Pages, Keynote, etc.):

Extracurricular Activities

List extra-curricular activities you are qualified to advise. Possible areas include: athletics, clubs, and performing arts)

Activity	Details of Experience

Have you ever been charged with child abuse? Yes No
If yes, were you convicted? Yes No

Have you ever been arrested? (Felony or Misdemeanor) Yes No
If yes, were you convicted? Yes No

Have you ever been convicted of a violation of any federal, state, county, or municipal law, regulation, or ordinance?

(Disregard events prior to your 18th birthday and minor traffic violations) Yes No

If you answered “Yes” to any of the above questions, please attach a separate explanation.

If hired, can you furnish proof of your authorization to work in the U.S.? Yes No
(Proof of U.S. citizenship and immigration status will be required upon employment)

Professional References

Please supply the required information for three references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Include at least one former employer. Do not include family, friends, or neighbors.

Name	Title	Address (street, city, state, zip)	Phone Number	Your relationship to this reference

Religious and Personal Information

Church Membership or Affiliation: _____

Church Presently Attending: _____

(If different from above)

ON A SEPARATE DOCUMENT, PLEASE ANSWER THE FOLLOWING QUESTIONS BRIEFLY (ONE OR TWO PARAGRAPHS FOR EACH):

1. What does it mean to be a Christian? How are you pursuing Christian growth?
2. What is your view of the Bible and its role in your life?
3. Give an overview of your understanding of the classical Christian philosophy of education.
4. How will your Christian faith, philosophy of education, and previous experiences guide your classroom management, teaching, and assessments at Heritage?
5. List a selection of books you have read recently. Which influenced you the most and why?

I certify that the information provided on this application is true, correct, and complete to the best of my knowledge and belief, and I agree that falsified information or significant omissions may disqualify me from consideration for employment and may be considered justification for immediate termination if discovered at a later date.

I authorize persons, schools, current and previous employers, and organizations named in this application to provide Heritage Preparatory School with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damage whatsoever that may result from this information's release, disclosure, maintenance, or use.

I understand that I will be asked to undergo a background check prior to commencement of employment at Heritage Preparatory School.

I have read this application in its entirety. I understand that this application does not constitute an employment contract of any kind.

RETURN TO:

Heritage Preparatory School

1700 Piedmont Avenue N.E.

Atlanta, GA 30324

Attn: Administration

You may email your application to careers@heritageprep.org