

Job Application Instructions

1. Download the fillable Adobe PDF file to your computer and **close the web browser tab**. You can download a free copy of Adobe Acrobat Reader DC at this web site: <https://get.adobe.com/reader/>
2. Open the application from where you downloaded the file on your computer, use the save as command and rename it as: Your last name General Application (example: Gonce General Application).
3. Some users have had issues with the data being saved and we are working on resolving that problem. Until it is resolved, we recommend that you enter some of your personal information, save the file, close it and then reopen it to verify the information you inputted is still showing. If after saving the file the information is not showing, please contact Mr. Doug Gonce, our Director of Computer Technology at dgonce@hillcrestcs.org or by calling 805.497.7501 ext. 259
4. If the file saved properly, continue filling the application out, saving often, and ensure you complete all the required sections on the application.
5. Once the application is completed, please ensure that all your information was saved before you email it and any other supporting documentation to: [**hr@hillcrestcs.org**](mailto:hr@hillcrestcs.org)
6. We recommend the following technology for completing the application:
 - a. Web Browsers: Google Chrome, Safari, and Firefox
 - b. Hardware: Desktop, Laptop and Google Chromebook. We **do not** recommend any tablets or smartphones.
 - c. Operating Systems: Windows 7 or higher, Mac OS and Google Chrome OS v.80
7. If you have any questions or problems with the application, please contact Mr. Doug Gonce. We apologize for any inconvenience that this may have caused you.

General Application

Thank you for your interest in the ministry of HCS. We invite you to complete this application and submit it to our HR department for consideration. A clear understanding of your background and work history will help us to evaluate your qualifications. It is our prayer that God will fulfill His Perfect Will in the lives of all applicants.

NOTE: Fields marked with an * must be completed.

Position Desired: *

Application Date: *

Type Desired: * Full-Time Part-Time

Date Available: *

What is your income expectations for this position? *

Personal Information

First Name: *

M.I.

Last Name: *

Email: *

Primary Contact Phone: *

Alternate Contact Phone:

Mailing Address: *

Apt. Number:

City: *

State: *

Zip Code: *

Marital Status: *

Spouse's Name:

Year's Married:

Number of children:

Ages and Grades:

Is it your desire for your child(ren) to attend HCS?: Yes: No: N/A:

Comments:

Personal Information Continued

Have you ever been interviewed by HCS or its affiliates before? * Yes: No:

If yes, list date(s), job title(s), and location(s):

Have you ever been employed by HCS or its affiliates before? * Yes: No:

If yes, list date(s), job title(s), and location(s):

Do you have or have ever had any relatives employed by HCS or its affiliates before? *

Yes: No:

If yes, list date(s), job title(s), and location(s):

Are you at least 18 years old? * Yes: No:

I have read and fully support the Statement of Faith as written with no reservations: * Yes: No:

<https://www.hillcrestcs.org/hillcrest-christian-school-statement-of-faith/>

If "No", please explain:

Christian Background and Personal Philosophy

I have accepted Jesus Christ as my Personal Savior: * Yes: No:

Please provide the following information about the church you attend:

Church Name:

Pastor's First and Last Name:

Church Address:

Email:

Phone:

How often do you attend church? * Weekly: Bi-Weekly: Intermittently

Briefly describe your Christian testimony: *

In what church activities are you involved and with what degree of regularity? *

Describe your routine of personal Bible study and prayer: *

Christian Background and Personal Philosophy Continued

What is your attitude towards working with those of other races and those of other denominational beliefs?: *

Why do you wish to work in a Christian School (Hillcrest Christian School)?: *

How do you help guide others to maintain a dynamic, safe, mission-oriented environment? *

What areas do you feel are your strengths and weaknesses? *

Skills

List your skills on the following computer programs: *

Adobe Acrobat Pro DC:	None:	Novice:	Proficient:	Advanced:
Adobe Illustrator:	None:	Novice:	Proficient:	Advanced:
Adobe InDesign: Adobe	None:	Novice:	Proficient:	Advanced:
Adobe Photoshop:	None:	Novice:	Proficient:	Advanced:
Google Classroom:	None:	Novice:	Proficient:	Advanced:
Google Docs/Slides/Sheets:	None:	Novice:	Proficient:	Advanced:
MS Excel:	None:	Novice:	Proficient:	Advanced:
MS PowerPoint:	None:	Novice:	Proficient:	Advanced:
MS Word:	None:	Novice:	Proficient:	Advanced:
Publisher:	None:	Novice:	Proficient:	Advanced:
Quickbooks:	None:	Novice:	Proficient:	Advanced:
RenWeb (FACTS SIS):	None:	Novice:	Proficient:	Advanced:
SmartBoard Technology:	None:	Novice:	Proficient:	Advanced:

Additional Skills

Do you type: * Yes: No: WPM:

List foreign languages you know:

List any other skills :

Education and Professional Qualifications

**School Name
and Location: ***

Dates Attended (From-To): *
(MM/YYYY-MM/YYYY)

Course of Study: *

**Type of Degree/
Diploma: ***

**School Name
and Location:**

Dates Attended (From-To):
(MM/YYYY-MM/YYYY)

Course of Study:

**Type of Degree/
Diploma:**

**School Name
and Location:**

Dates Attended (From-To):
(MM/YYYY-MM/YYYY)

Course of Study:

**Type of Degree/
Diploma:**

**School Name
and Location:**

Dates Attended (From-To):
(MM/YYYY-MM/YYYY)

Course of Study:

**Type of Degree/
Diploma:**

Credential:

Type:

Years Valid:

State:

Credential:

Type:

Years Valid:

State:

Personal and Professional References

Personal References: Please list two references who are qualified to speak of your spiritual experience and Christian service. All fields must be completed.

1. **First and Last Name:** * **Phone:** *
Years Known: * **Relationship:** *
 2. **First and Last Name:** * **Phone:** *
Years Known: * **Relationship:** *
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Professional References: Please list three references who are qualified to speak of your professional training, leadership, and experience. All fields must be completed.

1. **First and Last Name:** * **Phone:** *
Years Known: * **Relationship:** *
2. **First and Last Name:** * **Phone:** *
Years Known: * **Relationship:** *
3. **First and Last Name:** * **Phone:** *
Years Known: * **Relationship:** *

Employment History

List all employments for the past 10 years, starting with the most recent position.
All information must be completed.

Employed From-To: *
(MM/YYYY-MM/YYYY)

Employer's Name: *

Employer's Phone: *

Supervisor's Name: *

Your Job Title: *

Reason for Leaving: *

Employer's Address: *

Duties and Responsibilities: *

Employed From-To:
(MM/YYYY-MM/YYYY)

Employer's Name:

Employer's Phone:

Supervisor's Name:

Your Job Title:

Reason for Leaving:

Employer's Address:

Duties and Responsibilities:

Employment History Continued

Employed From-To:
(MM/YYYY-MM/YYYY)

Employer's Name:

Employer's Phone: :

Supervisor's Name:

Your Job Title:

Reason for Leaving:

Employer's Address:

Duties and Responsibilities:

General Information

Have you read the job description? * Yes: No:

Will you be able to perform the essential job function for the position you are applying for with or without reasonable accommodation? * Yes: No:

Will you be able to work all the hours necessary to complete all job requirements? * Yes: No:

Would you be willing to coach or assist in an activity? * Yes: No:

If yes, list the sport or activity that you could coach or assist in:

Would you be able to show proof of authorization to work in the United States? * Yes: No:

Do you have a currently valid, unrestricted CA driver's license? * Yes: No:

Have you ever been convicted of any crime or felony? * Yes: No:

If yes, please explain:

Are you currently out on bail or released on your own recognizance pending trials for a criminal offense? *
Yes: No:

If yes, please explain:

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? *
Yes: No:

If yes, please explain:

Certification and Authorization

I understand that Hillcrest Christian School (HCS) does not discriminate in its employment practices against any qualified applicants because of race, color, national origin, ancestry, sex, pregnancy, age, marital status, veteran status, physical or mental disability.

I hereby certify that the above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by HCS, I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize HCS to inquire into my educational professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to HCS and will hold HCS and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize HCS to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with HCS is intended to create employment contract between HCS and myself. If hired, I further understand and agree that my employment and compensation can be terminated at will, with or without notice, for any or for no reason, and with or without cause, at any time, either at my option or at the option of HCS. I understand that no employee or representative of HCS, other than the Head of School, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. This at-will nature of employment cannot be changed, modified, amended, or rescinded except by an individual written employment agreement signed the Head of School and me. I agree that this sets forth the entire agreement with respect to the at-will nature of my employment relationship and that there are no oral, written, or collateral agreements regarding this issue.

If employed, I will be required to provide original documents, which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of form I-9.

Since I will be working with children, I understand that I must submit to a Live Scan fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in going to the correct office to accommodate such a requirement.

I hereby acknowledge that I have carefully read, understand and agree to the above statements.

Signature of Applicant: (Type Full Name)*

Date: *