



HOUSTON CHRISTIAN HIGH SCHOOL

Submit Completed Form with Resume to:
hr@houstonchristian.org
Please note: We no longer accept paper resumes for open positions. Applicants wanting to be considered for a position must email their resume, cover letter and HC application to: hr@houstonchristian.org
Additional documentation may be requested if an interview is scheduled.

PROFESSIONAL APPLICATION

Your interest in Houston Christian High School is appreciated. We invite you to complete this initial application and return it to the above email address. We realize that the key to a successful Christian high school is its faculty, administration, and staff. We are seeking applicants who are professionally qualified, who love high school students, who, by the pattern of their lives are Christian role models and thus, seek to develop young men and women into leaders. We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Application Date ___/___/___ Date Available ___/___/___

Profile

Full Name _____
Last First Middle

Address _____
Street City State Zip

Day Phone _____ Evening Phone _____

Email _____ Best Time to Call _____

Professional Qualifications

Please include photocopies of all your postsecondary transcripts along with your application. Should you accept a position with HC, official copies of your transcripts must be provided to HC directly from the institution for inclusion in your personnel file.

Degree _____ Date Received _____ Issuing Institution _____

Cumulative Grade Point Average: Bachelor's _____ Graduate Work _____

Certifications: _____

.....

Position(s) Sought

(1) _____ (2) _____ (3) _____

FT/PT _____ Current Salary _____ Desired Salary _____

How did you learn about the position for which you are applying? _____

Employment History

List your most recent employer and work backwards for the past ten years.

1. Employer _____ Dates of Employment _____
Position _____ Ending Salary _____
Address _____ Supervisor's Name _____
Phone _____ Email _____
Reason for Leaving _____

2. Employer _____ Dates of Employment _____
Position _____ Ending Salary _____
Address _____ Supervisor's Name _____
Phone _____ Email _____
Reason for Leaving _____

3. Employer _____ Dates of Employment _____
Position _____ Ending Salary _____
Address _____ Supervisor's Name _____
Phone _____ Email _____
Reason for Leaving _____

4. Employer _____ Dates of Employment _____
Position _____ Ending Salary _____
Address _____ Supervisor's Name _____
Phone _____ Email _____
Reason for Leaving _____

Personal References

List three individuals that we may contact personally. One of the references should be qualified to speak of your spiritual experience and Christian service (you may list your pastor). Do not list family members or relatives for references.

1. _____
 Name Address City State Zip

 Organization Relationship Phone Email

2. _____
 Name Address City State Zip

 Organization Relationship Phone Email

3. _____
 Name Address City State Zip

 Organization Relationship Phone Email

Professional References

Provide four references qualified to speak of your professional training and experience.

List your current or most recent principal or supervisor first.

Candidates are expected to have three of the four references listed below and provide a professional reference/letter of recommendation emailed to HC at hr@houstonchristian.org if granted interview.

1. _____
 Name Address City State Zip

 Organization Position Phone Email

2. _____
 Name Address City State Zip

 Organization Position Phone Email

3. _____
 Name Address City State Zip

 Organization Position Phone Email

4. _____
 Name Address City State Zip

 Organization Position Phone Email

Church and Ministry Involvement

1. _____
 Current Church Membership Location Pastor

 Dates of Membership

2. _____
 Church/Ministry Location Pastor

Activity _____ Dates (Mo/Yr) _____

3. _____
 Church/Ministry Location Pastor

Activity _____ Dates (Mo/Yr) _____

Other Volunteer Activities

1. _____
 Organization Location

Activity _____ Dates (Mo/Yr) _____

2. _____
 Organization Location

Activity _____ Dates (Mo/Yr) _____

List honors, awards, and fellowships (at the professional level) you have received.

List any activities (academic and non-academic) in which you have taken a key leadership role.

Comments:

Are you willing to attend and supervise school activities as assigned? ___ Yes ___ No

Will you participate willingly in committee and other professional work? ___ Yes ___ No

Valid Teacher's Certificate? _____ Granted by _____ Type _____

Content area _____

If you do not hold a valid teaching certificate, do you have a deficiency plan? _____

At what institution? _____

Teaching Experience _____ (years) Administrative Experience _____ (years)

AP Certifications _____

List your teaching experience with the most recent first:

School Name	Grade or Subject	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate your experience and willingness to lead or assist in curricular or extracurricular programs.

- | | | | |
|---|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Drama | <input type="checkbox"/> Student Council | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Football |
| <input type="checkbox"/> Debate | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Golf | <input type="checkbox"/> Track |
| <input type="checkbox"/> Speech | <input type="checkbox"/> Drill Team | <input type="checkbox"/> Tennis | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Band/Orchestra | <input type="checkbox"/> Dance | <input type="checkbox"/> Swimming | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Choir | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Soccer | <input type="checkbox"/> Baseball |

Other _____

Please indicate your experience and expertise to lead in any of the following areas:

- | | |
|---|---|
| <input type="checkbox"/> Annual Giving Campaign | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Recruiting |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Alumni Relations |
| <input type="checkbox"/> Financial Aid Management | <input type="checkbox"/> Public Speaking (class/chapel) |
| <input type="checkbox"/> Grant Writing and Research | <input type="checkbox"/> Volunteer Management |
| <input type="checkbox"/> Student Mentoring Program | <input type="checkbox"/> Sponsorships (clubs/organizations) |

Other _____

Teacher's Questions: (If applicable)

Note: In a separate Word document, please copy and answer in one or two paragraphs, each of the questions below and submit with your application.

Name _____

1. What are the most important tenets of your educational philosophy? Give examples of how these drive your classroom practice.
2. What attracts and equips you to teach at Houston Christian, a college-preparatory Christian school?
3. Describe your spiritual background, faith and personal relationship with Jesus Christ.

Administrator/Program Director/Staff Questions (All other positions)

Note: In a separate Word document, please copy and answer in one or two paragraphs, each of the questions below and submit with your application.

Name _____

1. Why do you wish to serve at Houston Christian High School?
2. What do you consider to be the characteristics of a strong leader? Briefly discuss a personal experience that allowed you to grow as a leader?
3. Describe your background, faith and personal relationship with Jesus Christ.
4. Give three specific examples of how your talents and gifts would be assets to a college-preparatory school like Houston Christian.

Continue to next page.

Houston Christian Missional Philosophy

All employees of Houston Christian are considered ministers of the gospel and all teachers are required to incorporate the School's religious teachings into their lessons and curriculum. As such, each Houston Christian employee must agree in his or her employee offer or contract that he or she accepts, fully supports, and will live his or her personal and professional life in accordance with the Statement of Missional Beliefs, Statement of Faith and the School's Mission and Philosophy. These documents are attached to this application as exhibits A, B, and C. Please review each one carefully, initial each page, and then sign below.

I have carefully reviewed Appendices A, B, and C and initialed each page after doing so. I acknowledge that I am willing to enter into employment requiring that I accept, fully support, and will live my personal and professional life in accordance with the Statement of Missional Beliefs, Statement of Faith School's Mission and Philosophy, if I am offered employment at Houston Christian.

Signature of Applicant _____ Date _____

Acknowledgement and Authorization

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

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

I authorize Houston Christian High School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 other matters related to my suitability for the position.

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 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 review any references provided to the school.

Signature of Applicant _____ Date _____

Application Process

Applicants will not be considered without the submission of a complete HC Application and current resume. A personal interview is required before employment is considered. Submit your completed HC application and resume electronically to: hr@houstonchristian.org

Are you holding or have you already signed a contract for next year with any other educational institution? _____ Yes _____ No

Appendix A
Houston Christian High School
MISSIONAL BELIEFS

The basis of all matters and affairs of Houston Christian High School shall be consistent with the following beliefs:

1. **We believe** the Bible as the inspired Word of God (2 Timothy 3:15).
2. **We believe** there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. **We believe** in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. **We believe in the sanctity of life (Exodus 20:13; Psalm 139:13-16; Job 12:10).**
9. **We believe** that God's design for the gift of sexuality is to be exercised and enjoyed only within the covenant of marriage between one man and one woman. (Genesis 2:18-25; Exodus 20:14; 1 Corinthians 6:18, 7: 2-5; Hebrews 13:4).
10. **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27, 5:2; Matthew 19:4; Mark 10:6).

Applicant's initials_____

Appendix B
Houston Christian High School
STATEMENT OF FAITH

To ensure the perpetuation of these basic concepts, it is resolved by the founders of the School that all those who become associated with Houston Christian High School as a member of this corporation, trustee, officer, administrator, faculty or staff member must believe and publicly acknowledge his belief in the divine inspiration of the Bible, that God created the world out of nothing, that Jesus Christ our Lord and Savior is the preexistent Son of God and was born of a virgin, that He died to pay the price of the sins of all people, that He was bodily resurrected from the grave, and that, by repentance and acceptance of and belief in Him, by God's grace, the individual is saved to abundant and eternal life in the presence and power of the Triune God. It is further resolved that the teachings of this School shall never deviate from the above principles.

Applicant's initials_____

Appendix C
Houston Christian High School
MISSION AND PHILOSOPHY

MISSION STATEMENT

Houston Christian High School is a college preparatory school dedicated to the highest academic standard for the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals.

PHILOSOPHY STATEMENT

Houston Christian High School is founded under the providence of God and with the conviction that there is a need for a school in this community which will train the minds, develop the moral character and enrich the spiritual lives of all those who may come within the ambit of its influence. This School shall inculcate in each student an awareness of and appreciation for the true heritage of this country and the principles upon which it was founded. Houston Christian High School shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students.

The educational philosophy of Houston Christian High School is based on the Bible as the inspired Word of God. God created all things and sustains all things. We acknowledge and affirm that every person has been created in the image of God with a unique identity. Within this person exist individual strengths and weaknesses, capabilities and limitations. By grace through faith in Jesus Christ, the individual enters into a relationship with God whereby he is nurtured and matured. We want every person in our School to grow as an individual; acknowledging, appreciating and pursuing the identity, which God has given and following the course, which God has established; thus, the spiritual development of each student shall be given highest priority so that each may come to a knowledge of Jesus Christ and God's plan and purpose for his or her life.

Therefore, Houston Christian High School is dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Through its curriculum, Houston Christian High School challenges students to attain academic, emotional, physical and spiritual excellence to the glory of God. This philosophy guides our endeavors to promote high academic standards while helping students achieve skill in creative and critical thinking using an integrated curriculum across all subject areas. Thus, students will be able to pursue the post-secondary education of their choosing preparing them to be knowledgeable Christian participants in our nation and the world.

Houston Christian High School admits students of any race, color, religion, national or ethnic origin.

Applicant's initials_____