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## GENERAL INFORMATION

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Please answer the following questions.

Are you at least 18 years old?    Yes    No

Will you require sponsorship at anytime to work in the United States?    Yes    No

*\* Proof of citizenship or immigration status will be required upon employment.*

Have you ever plead "guilty" or "no contest" to, or been convicted of, a crime other than a minor traffic violation?    Yes    No *If yes, please attach a letter of explanation providing the details of what, where and when.*

Have you accepted Jesus Christ as your personal Lord and Savior?    Yes    No

What church do you attend? \_\_\_\_\_

How familiar are you with the ministries of Pastor Rod Parsley? \_\_\_\_\_

Are you related to any staff members of HPS or WHC?    Yes    No

If yes, to whom? \_\_\_\_\_ What is the relationship? \_\_\_\_\_

Are you a former staff member of HPS or WHC?    Yes    No

If yes, from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## TEACHING INFORMATION

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Do you have a current Teaching Certificate?    Yes    No    If yes, which State? \_\_\_\_\_

If you do not hold a teaching certificate, are you in the process of obtaining one?    Yes    No

Please list the number of years teaching and grade levels \_\_\_\_\_

What grade(s) is your preference? Why? \_\_\_\_\_

Which subjects or content areas are you most versed in providing instruction? \_\_\_\_\_

Are you an Advanced Placement Certified instructor?    Yes    No

What do you consider your overall area of expertise? \_\_\_\_\_

Please rate your level of knowledge and usage of computers and technology in your method of instruction.

Below Average    Average    Above Average    Exceptional

Have you received any awards or honors that have distinguished you among your peers?    Yes    No

If yes, please list \_\_\_\_\_

Give three words that best describe your classroom teaching:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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## EMPLOYMENT HISTORY

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Please complete in a detailed and chronological order. Explain any gaps in employment in the "Personal Comments" section.

Employer \_\_\_\_\_ Dates \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Starting Job Title \_\_\_\_\_ Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Type of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact for a Reference?    Yes    No    Later

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Employer \_\_\_\_\_ Dates \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Starting Job Title \_\_\_\_\_ Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Type of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact for a Reference?    Yes    No    Later

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Employer \_\_\_\_\_ Dates \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Starting Job Title \_\_\_\_\_ Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Type of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact for a Reference?    Yes    No    Later

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Employer \_\_\_\_\_ Dates \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Starting Job Title \_\_\_\_\_ Final Job Title \_\_\_\_\_  
Immediate Supervisor and Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Type of Work \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ May we contact for a Reference?    Yes    No    Later

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## EDUCATIONAL HISTORY

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Please list the following information, highest degree first.

Degree \_\_\_\_\_ Major \_\_\_\_\_

College/University \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City/State \_\_\_\_\_ Distinctions \_\_\_\_\_

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Degree \_\_\_\_\_ Major \_\_\_\_\_

College/University \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City/State \_\_\_\_\_ Distinctions \_\_\_\_\_

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Degree \_\_\_\_\_ Major \_\_\_\_\_

College/University \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City/State \_\_\_\_\_ Distinctions \_\_\_\_\_

\*Transcripts for all degrees will be required prior to an employment offer.

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Please list any related seminars or paid training: \_\_\_\_\_

Please list all educational licenses, certifications or memberships: \_\_\_\_\_

Have you been trained or certified in the following: (Please       All that apply)

CPR

First Aid

Communicable Diseases

Child Abuse Recognition

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## PROFESSIONAL REFERENCES

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Please list three references that Harvest Preparatory School may contact.

Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

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## EDUCATIONAL PHILOSOPHY

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Please briefly answer the following questions.

What is your overall philosophy and purpose as an educator?

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In your opinion, what distinguishes Christian Education from Secular Education and what do you consider the most important function of Christian Education?

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How have the National & State standards guided your teaching in the classroom?

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What are the most important curricular topics for the grade and subject areas that you have previously taught? Why?

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Describe your classroom management skills and your method of discipline.

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Have you ever had an altercation with a student? If so, how was it resolved?

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Describe how you plan a daily lesson.

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Are you capable of, or willing to, teach Bible as a subject to students? Yes No If no, please explain your reservations. *(This is not a bar from employment.)*

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# APPLICANT STATEMENT

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I, the undersigned (Applicant-print name), \_\_\_\_\_, hereby understand that World Harvest Church (WHC) is committed to, and a major proponent of, equal opportunity in the work place. I hereby further understand that WHC continues to seek the most qualified persons for the available jobs, without regard to race, sex, national origin, or any mental or physical condition, which does not impair the person's ability to perform a WHC job.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that all the information I have provided in order to apply for and secure at-will employment with WHC is true, complete, and correct. I hereby further certify that I, the undersigned applicant, have personally completed this application.

I understand and agree that if I am offered conditional employment with WHC, my appointment is for no definite period and may, regardless of the date of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and subject to change in wages, conditions, benefits and operating policies. I hereby understand that while employment policies or procedures may change from time to time, no supervisor or other representative of WHC is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing language are valid, except in a signed writing by WHC's Chief Executive Officer. Only WHC's Chief Executive Officer and Chief Operating Officer have the authority to enter into any agreement for appointment for any specified period of time. If I enter into any such agreement with WHC, such agreement must be in writing. Therefore, if I am under WHC's employ, I hereby understand, acknowledge, and agree that I am free to resign at any time, with or without cause and prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and prior notice.

I hereby understand that any answer, omission, or any misstatement of material information provided by me that is found to be false, incomplete, or misrepresented in any respect on this application or any supplement documentation used to secure employment, will be sufficient cause to (1) disqualify me as a candidate and cancel further consideration of this application, or (2) immediately discharge me from WHC's service, whenever it is discovered.

I hereby expressly authorize, without reservation, World Harvest Church, its representatives, employees or agents to contact and thoroughly investigate and obtain information from all the references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview as related to my suitability for employment. I further understand that WHC may make a thorough investigation of my character, reputation, and past employment as a pre-condition of employment, and that, further, WHC may also inquire of my medical history or require a medical exam after a conditional offer of employment is made. I understand that WHC retains the right to verify my driving information with the Department of Motor Vehicles. I authorize the giving and receiving of any such information requested by WHC (including medical licensure, worker's compensation, criminal, driving, financial, and credit records) and hereby relieve, release, and waive any and all rights and claims I may have regarding the employer, its agents, employees, licensing authorities, or representatives, for seeking, gathering, and using such information about me pursuant to or in connection with WHC's understanding, processing, or investigation of my application with WHC.

I agree that if I am employed by WHC, in the future a potential employer may contact WHC or its representatives concerning my work record and my work performance at WHC. I hereby consent to and authorize persons employed by WHC to divulge any and all information they consider relevant to any person reprinting themselves to be an employer or potential employer of mine with respect to my work and/or performance of my job at WHC.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment including the analysis for the detection of the use of illegal drugs or substances. I understand that my inability to perform the essential functions of the job, with or without reasonable accommodation, due to my physical or mental condition, could prevent my employment or continued employment by WHC.

I hereby acknowledge that the first ninety (90) days of my employment with WHC constitutes a probationary period, and, further, I understand that completing the probationary period does not ensure my continued employment. I further agree and understand that said probationary period is merely an introductory period to appraise performance and does not create an implied employment contract. I agree and understand that employment with WHC is "at will" from the initial day of hire.

I hereby understand that WHC does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand and agree that in the performance of my duties as an employee of WHC, or after I leave WHC, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I hereby acknowledge and understand that this application remains on file for six (6) months during which time it may, but will not necessarily, be at the sole discretion of WHC, reviewed for open positions within the location at which I applied. At the conclusion of the six (6) month review time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. A facsimile or photocopy of this authorization shall be as valid as the original.

I hereby accept that WHC is exempt under provisions of federal and state law from coverage under the Federal Unemployment Tax Act (FUTA) and the Ohio Employment Security Act. Accordingly, staff members of WHC are not entitled under present law to unemployment benefits by reason of their position with WHC except in the event of special legislation by state legislature or the Congress of the United States.

I also hereby understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, if applicable.

BY SUBMITTING MY ELECTRONIC SIGNATURE, I, THE UNDERSIGNED DENOTE THAT I, HAVE CAREFULLY READ, FULLY UNDERSTAND AND AGREE TO THE QUALIFYING FACTORS, REQUIREMENTS, PROVISIONS, STIPULATIONS, AND CONDITIONS SET FORTH HEREIN THE PRECEDING "APPLICANT STATEMENT" AND I FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS "APPLICANT STATEMENT" SHALL BE AS VALID AS THE ORIGINAL.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**For Employment Inquires Please Contact:**

Human Resources Office | P.O. Box 100 | Columbus, OH 43216-0100

Phone: 614.837.1990 | Fax: 614.834.3324

Email: [resumes@Harvestprep.org](mailto:resumes@Harvestprep.org) | Web: [www.Harvestprep.org](http://www.Harvestprep.org)

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