



# STAFF/TUTOR APPLICATION

20\_\_ - 20\_\_ Applicant Name \_\_\_\_\_

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street City State Zip Code

Primary Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Cell (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Other (\_\_\_\_\_) \_\_\_\_\_

How did you hear about Hope Academy? \_\_\_\_\_

Are you legally permitted to work in the United States: YES NO

Are you willing to submit to a background check: YES NO

## POSITION PREFERENCE

Please select all areas that you are interested in.

### Staff Type

- \_\_\_\_ Administrator
- \_\_\_\_ Core Tutor
- \_\_\_\_ Elective Tutor
- \_\_\_\_ Other: \_\_\_\_\_

### Subject Preference

- \_\_\_\_ History/Geography
- \_\_\_\_ Language Arts
- \_\_\_\_ Math (incl. Math Study Hall)
- \_\_\_\_ Science (incl. Science Enrichment Lab)
- \_\_\_\_ Music
- \_\_\_\_ Art
- \_\_\_\_ Drama
- \_\_\_\_ Physical Education
- \_\_\_\_ Bible
- \_\_\_\_ Spanish
- \_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_ Other: \_\_\_\_\_

### Grade Level Preference

- \_\_\_\_ Nursery
- \_\_\_\_ Preschool
- \_\_\_\_ Kindergarten
- \_\_\_\_ 1<sup>st</sup> – 2<sup>nd</sup>
- \_\_\_\_ 3<sup>rd</sup> – 4<sup>th</sup>
- \_\_\_\_ 5<sup>th</sup> – 6<sup>th</sup>
- \_\_\_\_ 7<sup>th</sup> – 8<sup>th</sup>
- \_\_\_\_ 9<sup>th</sup> – 10<sup>th</sup>
- \_\_\_\_ 11<sup>th</sup> – 12<sup>th</sup>

Please see the current class schedule for days and times of classes. If you have a scheduling conflict with a class that you would like to teach, please do not let that defer you from applying however, know that we may not be able to accommodate your scheduling needs.

20\_\_ - 20\_\_ Applicant Name \_\_\_\_\_

## EDUCATION EXPERIENCE

Please list all training, talents, gifts, or other experiences that pertain to your area(s) of preference above and/or working with children/adolescents. \_\_\_\_\_

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	School Name and Location	Major and Minor	Diplomas and Degrees Earned & Date Obtained	GPA (if known)
High School				
College/University				
Graduate Education				
Technical School/Other				
Technical School/Other				

List any other relevant certifications or degrees and dates obtained: \_\_\_\_\_

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## EMPLOYMENT HISTORY

Current/Most Recent Employer: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer: YES NO

Job Title and Brief description of duties: \_\_\_\_\_

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## EMPLOYMENT HISTORY CONT.

Previous Employer: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer: YES NO

Job Title and Brief description of duties: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact this employer: YES NO

Job Title and Brief description of duties: \_\_\_\_\_

## REFERENCES

Personal Reference Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Personal Reference Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

**Non-HBC Members:** Please provide the Pastoral Reference Form completed by your current pastor or other significant church leader in addition to references above.

**HBC Members:** Your community and/or small group leader(s) may be contacted regarding your application. Please indicate your community and small group below. (Pastoral Reference Form not applicable for HBC members.)

Community: ALPHA DELTA BEREAN AGAPE

Small Group: \_\_\_\_\_

20\_\_ - 20\_\_ Applicant Name \_\_\_\_\_

## BIBLICAL FOUNDATION

Hope Bible Church views all tutors and staff as integral participants in the ministry of the church. As ministers of the church, tutors and staff agree to uphold the church's doctrinal beliefs in the classroom and in their personal lives. Hope Academy, as a ministry of Hope Bible Church, follows the doctrines and principles described in the Statement of Faith: "What We Teach" and the "Philosophy of Ministry" of Hope Bible Church. Please review these documents to understand our philosophy and the biblical foundation of our organization. Direct links to these documents may be found at [www.hopebiblechurch.org/hopeacademy](http://www.hopebiblechurch.org/hopeacademy).

In your own words please answer the following (use additional pages if needed):

- ◆ How did you come to know Christ as your Lord and Savior?
- ◆ What is your understanding of the Gospel?
- ◆ How would you describe the present condition of your spiritual life?

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## CURRENT CHURCH ATTENDANCE

Name of Church \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

City, State \_\_\_\_\_ Years Attended \_\_\_\_\_ Member: YES NO

Ministry Involvement \_\_\_\_\_

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## PAST CHURCH ATTENDANCE

*Last 10 Years*

Name of Church (City, State)	Years Attended	Member (Y/N)	Ministry Involvement

## STATEMENT OF FAITH AND PHILOSOPHY OF MINISTRY OF HOPE BIBLE CHURCH AND HOPE ACADEMY

### Statement of Faith

Hope Academy, as a ministry of Hope Bible Church, subscribes to the doctrinal statement of the church. All classes and activities will be conducted in accordance with these teachings. The Hope Bible Church Statement of Faith: "What We Teach" can be found at: [www.hopebiblechurch.org/hopeacademy](http://www.hopebiblechurch.org/hopeacademy). The basic doctrinal overview is as follows:

- Every word of the Bible is inspired by God and is without error, so that the Bible is the only infallible rule for faith and Christian practice.
- There is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- God created everything out of nothing.
- God is the one Supreme Ruler in the universe.
- Jesus Christ is fully God - the second person of the Trinity.
- Jesus Christ is fully man - the unique God-Man.
- God has supernaturally performed many miracles as recorded in the Bible including the virgin birth of Christ.
- Jesus Christ never sinned; He lived a sinless, perfect life.
- Christ's death on the cross was a substitutionary sacrifice for our sins.
- Jesus Christ was bodily resurrected from the grave, and is now living victoriously over death.
- Christ will bodily come again.
- The Holy Spirit is fully God - the third person of the Trinity. He is a person, not an impersonal force or power.
- Every human being has sinned, and apart from Christ is unfit for Heaven.
- Salvation is by grace alone through faith alone in Jesus Christ alone.
- Christ is the only mediator between God and men.
- The Holy Spirit indwells all those who place their faith in Christ for salvation.
- Every believer needs to live a Christ-like life in the power of the Holy Spirit, turning away from sin, and showing love and goodness.

\_\_\_\_\_ Applicant Initials

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- God wonderfully and immutably creates each person as male or female, and these two distinct, complementary genders together reflect the image and nature of God.
- God created marriage to be exclusively the union of one man and one woman, and intimate sexual activity is to occur exclusively within that union.
- All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- Every believer is commanded to learn the word of God, to pray, to worship, to witness about his faith, to fulfill family duties, and to fellowship with other believers.
- Satan, demons, and angels are real spiritual creatures.
- Heaven and Hell are real places. Each person will spend eternity either in the Kingdom of Heaven or in Hell.

### Philosophy of Ministry

Hope Academy, as a ministry of Hope Bible Church, follows the Philosophy of Ministry of Hope Bible Church. A full copy of the philosophy of ministry can be found at [www.hopebiblechurch.org/hopeacademy](http://www.hopebiblechurch.org/hopeacademy). A summation of the philosophy of ministry is as follows:

The central commitment of Hope Bible Church is to glorify the Lord Jesus Christ, who is the Head of the Universal Church. This is clearly the role of the church as expressed in the Bible. In order to glorify the Lord Jesus Christ we follow the Bible's threefold purpose for the church:

- **Worship:** To worship God in spirit and truth, praising and thanking Him from our hearts and giving Him all the glory and honor due His name.
- **Discipleship:** To build up each believer in faith, godliness, and love, motivating the whole body to perform good works and service towards God.
- **Evangelism:** To reach out to the lost with the Good News about Jesus Christ, speaking the truth in love, calling sinners to turn from their sin and embrace Jesus as Lord and Savior.

Scripture also teaches us how those objectives should be accomplished and what convictions the local church should maintain as it grows and strengthens from generation to generation

**By signing below, I hereby certify that I agree that I shall not use my title, ordination, or position in any way that contradicts or undermines the teachings of Hope Bible Church or the Holy Bible. Furthermore, I have read and agree to teach in accordance with the Statement of Faith: "What We Teach" and the Philosophy of Ministry of Hope Bible Church and Hope Academy. Additionally, I agree that any claim or dispute arising from or related to this agreement shall be settled in accordance with Scripture, and that the Elders of Hope Bible Church have the absolute final authority.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**By signing below, I hereby authorize Hope Academy and its Leadership Board members to contact my previous employer(s) in order to verify my employment history. I also agree to submit to a criminal background check.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## MORAL COMMITMENT AGREEMENT

Hope Academy’s purpose, as a ministry of Hope Bible Church, is to support and assist parents as they strive to fulfill their biblical role of raising and instructing their children to conform to the image of Christ (Eph. 6:4). With this purpose in mind, the Hope Academy Leadership Board reserves the right to (a) refuse contracting/re-contracting a staff member (b) dismiss a staff member if it determines that the behaviors of the individual are counter to or are in opposition to Christlikeness and/or a biblical lifestyle. This includes, but is not limited to: participating in, promoting, supporting, or condoning sexual immorality (e.g., pornography, fornication, adultery, exhibitionism, homosexual activity, bisexual activity, transgenderism, etc.); drug or alcohol abuse; foul or abusive language/conduct, disrespect, disobedience, or dishonesty; or being unable to support the moral principles of Hope Academy. (Leviticus 20:13; Romans 1:26-27; I Corinthians 6:9-11)

**By signing below, I hereby certify that I understand and will uphold the moral commitment explained above.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## POLICY AGREEMENT

**By signing below, I hereby certify that I have read and understand the Hope Academy Tutorial Policy Handbook and the Hope Academy Staff Policy Handbook. Furthermore, I agree that I will abide by all policies set forth therein.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**By signing below, I hereby certify the accuracy and completeness of all information provided within this application and the attached documents; I understand that any misrepresentation or omission of information may be cause for application rejection and/or termination of employment.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Please submit your completed application documents to:**

Hope Bible Church  
Attn: Hope Academy  
7185 Oakland Mills Road, Suite A  
Columbia, MD 21046