



HERITAGE ACADEMY

STAFF APPLICATION

Position applied for:	Date of Application:
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Why have you applied for this position?

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1. PERSONAL PARTICULARS

SURNAME:		FIRST NAMES:	
GENDER:	BIRTH DATE:	AGE:	NATIONALITY:
PRESENT OCCUPATION:		HOME LANGUAGE:	
IDENTITY NUMBER:		SACE NUMBER:	
CONDITION OF HEALTH: (Mark with X)		Excellent	Good
			Fair
PHYSICAL DISABILITIES OR AILMENTS:			
MARITAL STATUS: (Mark with X)		Single	Married
			Widow / Widower
Divorced	Separated	Single Parent	Engaged
		Serious relationship	
SPOUSE'S NAME:		DATE OF BIRTH:	
OCCUPATION OF SPOUSE:		SPOUSE EMPLOYED BY:	
CHILDREN'S NAMES:		BIRTH DATE:	GENDER:
E-MAIL ADDRESS:			
PRESENT ADDRESS:		Telephone Numbers:	
		Home:	
Postal Code		Cell:	
		Other:	
NAME OF A FAMILY MEMBER NOT LIVING WITH YOU:		Telephone Numbers:	
..... Relationship:		Home:	
Address:		Cell:	
.....		Other:	
IN CASE OF EMERGENCY CONTACT:		Telephone Numbers:	
Address:		Home:	
.....		Cell:	

2. TRAINING

What are your present qualifications?	
Highest Academic Qualification:	Name of Institution:
No. of years study:	Field of study:
Professional and Other Qualifications:	
Have you had previous experience in the line of the position applied for? If yes, give details:	

3. CHURCH / FELLOWSHIP

Have you personal assurance that you are a born-again Christian? If yes, give details of your conversion experience on page 4 of this application.
In what church / fellowship do you have membership at the time of application?
What church leadership responsibility do you have? (E.g. Sunday School Teacher, Youth Leader, Cell Leader, etc.)
What church leadership responsibilities have you held in the past?
With what Missions or Christian work have you been connected?

4. HISTORY OF EMPLOYMENT

Where are you currently employed?

Date on which you commenced working there:

Current Salary:

What is the minimum salary you are prepared to accept?

Why do you want to leave your current employment?

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When would you be available to commence working at Heritage Academy should you be offered a position?
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Previous Employment Record:

Company	Address	Period Employed	Type of Work

Have you ever been dismissed or in any way been forced to resign from your work?

Have you had any workplace disciplinary charges against you?

If you have answered YES to either of the above questions please explain on a separate sheet of paper.

5. GENERAL

Do you have any previous legal convictions, or current legal charges that are pending against you? **YES / NO**

If YES, please give details on an extra sheet of paper.

6. REFERENCES

Please give three names, addresses and telephone numbers of people who have a long-standing association with you (one must be your local Pastor / Elder), and be contacted as a reference.

Name	Address	Telephone	Relationship / Association	Period Known

7. DECLARATION

I declare that all information included in this application is true in every respect, and if I am accepted, I will cheerfully abide by the spirit, code of conduct and statement of faith of Heritage Academy, as outlined in the Contract of Employment.

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SIGNATURE DATE

Please include a clear testimony of your conversion on the next page.

ALL INFORMATION IN THIS APPLICATION FORM WILL BE TREATED IN STRICT CONFIDENCE

