



Dear Prospective Ministry Applicant,

Thank you for your interest in High Country Home Educators. At High Country, we rely upon the Lord to bring us brothers and sisters-in-Christ who have a desire to share their gifts and talents in furthering the message of Jesus Christ in our community. It is believers like yourself that the Lord is calling into leadership in order to be a witness for Him in the area He has placed upon your heart to serve. This enriches all areas of our ministry.

Our purpose at High Country is assisting and strengthening homeschooling families while connecting people in relationships that glorify God. In order to do this well, High Country requires that you be involved in a life-giving, Bible believing church.

Enclosed is the *Ministry Application* that will need to be completed for consideration for a position with our group. Upon completion, your *Ministry Application* may be returned to the HCHE guest services desk during classes, or mailed to:

High Country Home Educators  
C/O Jamie Smela  
11025 Voyager Parkway  
Colorado Springs, CO 80921

Once we have received your paperwork, you will be contacted for an interview. If you have any questions, please call 278-9135, ext. 2 or email me at [HumanResources@hche.org](mailto:HumanResources@hche.org) and I will return your message as soon as possible. May God richly bless you as you continue seeking His will for your life, as well as His purpose for His Kingdom on this Earth.

Respectfully,

*Jamie Smela*

Jamie Smela  
Human Resources Director  
High Country Home Educators



## ALL APPLICANTS

### High Country Home Educators MINISTRY APPLICATION

**719-278-9135, ext. 2**

High Country Home Educators admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**TODAY'S DATE:**

#### APPLICANT INFORMATION

Legal Name:

Male     Female

Preferred Name:

Ages of Children:

Email Address:

Home Phone:

Address:

Cell Phone:

City:

State:

Zip Code:

Church you attend:

Length of time you have attended:

#### MINISTRY AREA FOR WHICH YOU ARE APPLYING:

See Vital Partner & Volunteer Ministry Descriptions for details of the program.

Position Desired:

Day(s) Available:  Tuesday  Wednesday  Both

Time(s) Available:

Have you reviewed a job description?

Do you understand the job requirements?

Are you able, with or without accommodation, to perform the essential duties of this position?

Yes  No If no, please explain:

#### SPIRITUAL GIFTS, SKILLS & INTERESTS

Administration Skills

Curriculum knowledge

Communications

Encouragement/Prayer

Special Needs/Challenges

Service Projects: Lead\_\_ Assist \_\_

Computer Skills/Technology

Field Trips: Lead\_\_ Assist \_\_

Birth to 5 years

Hospitality/Hostess

Organizational Skills

Elementary

Yearbook: Lead\_\_ Assist \_\_

Special Events: Lead\_\_ Assist \_\_

Middle School

Newsletter

Workshops/Seminars

High School

Meal Train

Other (please describe)

Graduation Team or Banquet

What is your greatest strength/weakness?

## ALL APPLICANTS

### SPIRITUAL BACKGROUND

Have you ever worked or volunteered at High Country before?  Yes  No

If yes, please describe: \_\_\_\_\_

Have you asked Jesus Christ to be Lord and Savior in your life? (John 3:3-8)

Yes  No If yes, when? \_\_\_\_\_

Have you received the baptism in the Holy Spirit? (This is not water baptism) (Mark 1:8)

Yes  No If yes, when? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Church Phone Number: \_\_\_\_\_

List any previous Ministry Involvement: \_\_\_\_\_

Ministry leader's name & phone: \_\_\_\_\_

List any previous Ministry Involvement: \_\_\_\_\_

Ministry leader's name & phone: \_\_\_\_\_

Please share your personal testimony concerning your relationship with Jesus Christ. (see Luke 9:26)  
(use additional paper if necessary) :

### SPIRITUAL BELIEFS (Initial all statements that apply)

I Believe:	Initials
In the Virgin Birth (Isaiah 7:14), the Deity of our Lord Jesus Christ (Matt 1:23) and the Holy Trinity (2 Cor 13:14).	
That Jesus is God's Son (John 3:16), the mediator between God and Mankind (1 Tim 2:5) and the only sacrifice for sin (Romans 3:23-25).	
That we are unified in Jesus Christ. (Romans 10:12)	
That Jesus rose bodily from the dead (Romans 10:9) and now sits at the right hand of the Father in Heaven (Mark 16:19)	
That Jesus is the way, and the truth, and the life. No one gets to the Father except through Jesus. (John 14:6)	
In eternal damnation for the lost (Luke 16:19-31).	
That the Holy Bible is infallible (2 Tim 3:16) and that God's Word is complete and should not be altered. (Rev 22:18)	
That a person must be born again to receive eternal life (John 3:3-8).	

**For Applicants 18 years old and above ONLY**

**PERSONAL BACKGROUND**

Please indicate if you engage in any of the following behaviors:

Chew, Smoke Tobacco or Vape  Excessive Alcohol  Illegal Drugs  Recreational Drugs  Pornography Struggles

Have you ever been charged, arrested, or convicted of a felony, or misdemeanor?

Yes  No If yes, please explain: \_\_\_\_\_

Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of:

1. Theft or mishandling of monies or company property?

Yes  No If yes, please explain: \_\_\_\_\_

2. Physical or sexual abuse or sexual harassment by you?

Yes  No If yes, please explain: \_\_\_\_\_

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse, neglect, or sexual harassment by you?

Yes  No If yes, please explain: \_\_\_\_\_

Has your driver's license ever been suspended or revoked?

Yes  No If yes, please explain: \_\_\_\_\_

Are there any facts or circumstances involving you, your health, or your background that would adversely affect your ability to supervise, guide, and care for young people?

Yes  No If yes, please explain: \_\_\_\_\_

If there has been alcohol abuse, physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?

(Use additional paper if needed.)

**CONFIDENTIALITY AGREEMENT**

- Each student at HCHE has the right to privacy. If personnel find it necessary to discuss a certain student, this discussion should take place in the appropriate place with the appropriate person(s) in a cautious manner. The Matthew 18 principle should be remembered when discussing students. Be ready to give good reports to others about the students.
- High Country Home Educators deals with many confidential issues pertaining to its members and families and staff. Staff & teachers must be aware of this and be able to properly handle confidential issues that arise as a part of their job, whether directly or indirectly.
- Staff, vital partners, and volunteers must maintain strict confidentiality when dealing with interviews, giving guidance, coaching, member lists, personnel information and other types of information that is, or might be considered private to our staff, vital partners, volunteers, or families. The information may be contained in documentary form such as letters, reports, forms, applications, or other data. It may be in visual form such as teacher information, photographs, or other information included in an application. Although this policy concentrates on protecting written data, protection of information transmitted orally is equally important. All matters of this type should only be disclosed to other staff members if needed for their ministry responsibility. When in doubt about giving out information, staff, vital partners, and volunteers should always consult with and get permission from their immediate supervisor. All HCHE emails and phone lists are for HCHE use only and should not be used for any solicitation purposes.
- Please note that this Confidentiality Agreement does not in any way supersede the process or requirements of a mandatory reporter. If you are a mandatory reporter and find yourself with the knowledge of information that must be reported to authorities, please follow the required process and notify the Administrator of your actions.

Do you agree to the confidentiality agreement?  Yes  No (Read above before marking)

**LIABILITY RELEASE**

I waive, release, indemnify, and promise not to sue High Country or New Life Church and all of its constituent organizations, agents, ministers, employees, and volunteers (collectively, "Released Parties") from all demands, claims, or liability, in law or in equity, including the released parties' own negligence, that have arisen or may arise from this activity, including travel associated with this activity, and that involve any damage, loss, or injury to me, my spouse, any listed child, my property, my spouse's property, or the property of any listed child. I fully assume the risks associated with participating in this activity. This waiver, release, indemnification, and promise not to sue does not apply to claims of criminal conduct, gross negligence, or intentional acts.

Do you agree to the liability release?  Yes  No (Read above before marking)

**ALL APPLICANTS**

<b>REFERENCES –</b>		
<b>List Two Personal References Other Than Relatives:</b>		
Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	
Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	
<b>List One Professional or Volunteer Position Reference:</b>		
Name:	Phone:	
Organization Name:	Email:	
Relationship:	City:	State:
<b>List a Spiritual Life Reference (Small Group Leader, Bible Study Leader, etc.~ This person must know you well)</b>		
Name:	Phone:	
	Email:	
Cell Phone:	City:	State:
Organization Name:	Relationship:	

<b>CERTIFICATION</b>	
<p>My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or interviews, will be cause for the rejection of my application and the termination of my contract at any time. I authorize High Country Home Educators and its agents to verify any information related to my application or resume'. I also authorize individuals, schools, employers, and law enforcement or government officials to freely release any information concerning my background, and hereby release all of them from liability for doing so. If High Country Home Educators contracts me, I understand I will be contracted at an at- will basis for an allotted period of time, and that High Country Home Educators shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age or disability.</p>	
<b>PRINT NAME:</b> _____	
<b>SIGNATURE:</b> _____	<b>DATE:</b> _____
For Internal Use Only	BGC:
Reference Dates:	

