



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 HCEC front desk personnel during classes, or mailed to:

High Country Home Educators  
C/O Wendy Ferguson  
PO Box 62284  
Colorado Springs, CO 80962  
E-mail- ECHumanResources@hche.org

Once we have received your paperwork, you will be contacted for an interview. If you have any questions, please call 278-9135, ext. 2 and I will return your call 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,

*Wendy Ferguson*

Wendy Ferguson  
Human Resources Manager  
High Country Enrichment Classes



**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.

**DATE:**

**APPLICANT INFORMATION**

Name:

Ages of children:

Alias used:

Male  Female

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:

List any gifts, training, education, or experiences you have:

What is your greatest strength/weakness?

**ALL APPLICANTS**

<b>SPIRITUAL BACKGROUND</b>	
Have you ever worked or volunteered at High Country before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____	
Have you asked Jesus Christ to be Lord and Savior in your life? (John 3:3-8) <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when? _____	
Have you received the baptism in the Holy Spirit? (This is not water baptism) (Mark 1:8) <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when? _____	
If you attend a church other than New Life Church, please give: Pastor's Name: _____                      Church Phone: _____	
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) :	

<b>SPIRITUAL BELIEFS (Initial all statements that apply)</b>	
I Believe:	Initials
In the Virgin Birth (Isaiah 7:14) and Deity of our Lord Jesus Christ    (Matt 1:23).	
That Jesus is God's Son (John 3:16) and the only sacrifice for sin (Romans 3:23-25).	
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)	
In eternal damnation for the lost (Luke 16:19-31).	
That the Holy Bible is infallible (2 Timothy 3:16).	
That a person must be born again to receive eternal life (John 3:3-8).	

**ALL APPLICANTS**

**REFERENCES –**

**List Two Personal References Other Than Relatives:**

Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	

Name:	Relationship:	
Home Phone:	City:	State:
Cell Phone:	Email:	

**List One Professional or Volunteer Position Reference:**

Name:	Phone:	
Organization Name:	Email:	
Relationship:	City:	State:

**List a Spiritual Life Reference (Small Group Leader, Bible Study Leader, etc. ~ This person must know you well)**

Name:	Phone:	
	Email:	
Cell Phone:	City:	State:
Organization Name:	Relationship:	

**CERTIFICATION**

*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.*

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

**PERSONAL BACKGROUND**

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

Chew or Smoke Tobacco    Drink Alcohol    Use Illegal Drugs    Pornography

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 HCEC 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 HCEC emails and phone lists are for HCEC 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)

**DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve as a volunteer with New Life Church (“Client”), I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from SecureSearch Faith, Inc., (“SecureSearch Faith”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to SecureSearch Faith, 3853 Northdale Blvd, Suite 392 Tampa, FL 33624 or 1-866-378-8389. For information about SecureSearch Faith’s privacy practices, see [www.securesearchfaith.com](http://www.securesearchfaith.com).

**Acknowledgement and Authorization**

By signing below, I authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today’s Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name/Initial

\_\_\_\_\_  
Maiden Name/ Aliases (Last name only)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
County

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
SSN

\_\_\_\_\_  
D/L or STATE ID

\_\_\_\_\_  
STATE ISSUED

\_\_\_\_\_  
EMAIL ADDRESS

For identification purposes only, please provide FULL DOB: \_\_\_\_\_

Phone Number (Cell or Home?) \_\_\_\_\_

If you have lived in Colorado for LESS THAN 3 YEARS, please fill in the following, beginning with the most recent STATE you lived in before moving to Colorado and ending with the STATE you lived in 10 years ago.

**Dates:** From \_\_\_\_\_ To \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Your Last Name during this time: \_\_\_\_\_

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**Dates:** From \_\_\_\_\_ To \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Your Last Name during this time: \_\_\_\_\_

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**Dates:** From \_\_\_\_\_ To \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Your Last Name during this time: \_\_\_\_\_

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**Dates:** From \_\_\_\_\_ To \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Your Last Name during this time: \_\_\_\_\_

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**Dates:** From \_\_\_\_\_ To \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

Your Last Name during this time: \_\_\_\_\_

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(Please write on back if more space is needed.)

New Life Church 11025 Voyager Parkway  
Colorado Springs, CO 80921

*Submitted by*



*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act ( FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on Unsolicited “prescreened” offers for credit and information in your credit report.** Insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

**CONTACT:**

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357