

HARBERT HILLS ACADEMY
3575 Lonesome Pine Road
SAVANNAH, TENNESSEE 38372
(731) 925-3098 * FAX (731) 925-4238

STAFF APPLICATION

Date _____ Social Security Number _____ - _____ - _____
 Name _____ Home Phone _____
 Address _____ Bus. Phone _____
 _____ Driver Lic. # _____
 Birthdate _____ Birthplace _____
 Height _____ Weight _____ Hair _____ Eyes _____
 Marital Status: Married Single Divorced Widowed Remarried Separated
 Spouse _____ Occupation _____ Age _____
 Church Affiliation: SDA Other _____ Home Church _____
 Pastor's Name _____ Telephone No. (____) _____
 Citizenship: USA Naturalized Other _____
 Are you related to anyone at Harbert Hills Academy? Yes No
 Please State Name and Department: _____

Children:	Name	Age	Sex	Grade in School

Education History:	Name & Location	Dates Attended	Grade Completed: Diploma/Degree

Subjects of special study or research work: _____
 Position Desired: _____ Date you can start: _____
 Skills: (List occupational skills other than those required for position desired)

Are you presently employed? _____ If yes, may we contact your present employer? _____
 Do you plan to bring a pet(s) to Harbert Hills Academy? _____ Please Describe _____

Physical Data Record

Please list any physical problems you have had, or have at the present time, and give details: (Such as back trouble, heart trouble, etc.) _____

Do you have any health conditions which would prevent you from performing normal work related activities? _____ Please describe _____
 Have you missed work in the last 6 Months due to illness? Yes No
 If yes, Describe: _____

Employment History (List below last 3 employers, beginning with most recent.)

1	Employer	Your Job Title:
	Address	Duties:
	Phone	Reason for leaving:
	Date First employed	How long employed: Years Month
	Comment:	
2	Employer	Your Job Title:
	Address	Duties:
	Phone	Reason for leaving:
	Date First employed	How long employed: Years Month
	Comment:	
3	Employer	Your Job Title:
	Address	Duties:
	Phone	Reason for leaving:
	Date First employed	How long employed: Years Month
	Comment:	

References: (Give the name of your pastor, & three persons not related to you.)

Name	Telephone	How Long Known	In What Capacity?

On a separate sheet of paper please write a paragraph or two describing your personal experience with Jesus Christ and how that is currently affecting your life. Also include any information about your philosophy of Christian Education, healthful living, mission work, and church standards and how these have been effected by your study of the Bible and the Counsels of Ellen White.

Harbert Hills Academy has a Personnel Manual. Staff members at any level do not have the authority make special arrangements that conflict with or go beyond the provisions of the Personnel Manual. After an evaluation of your application, should it seem that the Lord is leading us together, you will be asked to read this Manual, and to sign an agreement stating that you will uphold the provisions of the Personnel Manual.

I have read and answered the above and am in full harmony with the principles herein. Should my application be accepted by Harbert Hills Academy, I will fully support and promote the philosophy and principles for which it stands.	
Signature _____	Date _____

HARBERT HILLS ACADEMY

Mission Statement

To Provide Christian education for the youth through the harmonious development of the physical , Mental and spiritual faculties. Enabling the students to have a vision and preparing them for God's service.

Statement of Beliefs

Harbert Hills Academy believes that each student was created in the image of God and is endowed with a power akin to that of the Creator - individuality, the power to think and to do. The work of true education is to train students to be thinkers and not mere reflectors of other men's thoughts. Thus enabling the individual to be restored to the image of God.

Statement of Description

Harbert Hills Academy is a boarding school for youth, grades 9-12, from multi-cultural families. It provides the student with academic, work, vocational and spiritual training.

Buisness Principles

Harbert Hills Academy has adopted these principles to guide the leaders and employees in it's day-to-day buisness practices.

1. Service is our buisness: Harbert Hills Academy aplies buisness principles to its day-to-day operation: courtesy, repect, public relations, marketing, accounting, training, record keeping, sales, quality and productivity. We provide to our customers the following sevicees: education, work, health care, vocational training and spiritual devekopment. Service is our business.
2. Satisfy our customers: we realize the customer is the source of our business and we are accountable to provide them quality services and products. Our customers include: parents, students, staff, board members, volunteers, neighbors, contributors and the community-at-large. We strive for excellence and to keep our customers satisfied. We depend on them for their continued support.
3. Pride in our work: Employees should believe in theproducts and services they provide and take pride in their work. We feel staff's performance is a reflection of employee's commitment, dedication, loyalty, motivation and enthusiasm. Each employee and student is to assume ownership and strive to improve our service and products.
4. Build on a Niche: Harbert Hills Academy seves a specific student population, grades 9-12, who desire a quality education and the opportunity to earn while they learn. Our students come from the continental Uninted States.
5. Trust in God: Harbert Hills Academy operates on the belief that God is our creator and Sustainer. Everything we have belongs to Him. We are stewards of the property He has put in our care. We have faith God will provide and care for our business. We give God the praise.

HARBERT HILLS ACADEMY

Adult Roles Definition

Each student is to be a thinker and not a reflector of other men's thoughts, prepared to assume their adult roles and responsibilities in an ethical way, placing a high value on life, time, and talents.

Mission: An individual must be prepared to function as a willing server in the cause of Christ and in fulfilling the gospel commission to proclaim the three angels messages to every kindred, tongue and nation.

Leadership: An individual must be prepared to fill leadership roles in the home, church, community, and workplace in an ethical manner. Always maintaining the highest standards of professionalism.

Thinker: An individual must think clearly and concisely about problems and situations, making wise decisions based on the principles of God's Word, being adaptable, and creative but at the same time demonstrating stability and consistency.

Worker: An individual must develop attitudes, skills and abilities that enable him or her to be a motivated, dependable, and responsible worker. An individual must have the required knowledge of tools, technology, equipment, and safety to efficiently perform his or her duties.

Communicator: An individual must be able to communicate effectively through reading, writing, listening and speaking.

Balanced Individual: An individual must strive to maintain a balanced life with an eternal perspective. This balance must include healthful living, with good habits of exercise, cleanliness, eating, dressing, continued spiritual, academic, and technical growth, and unselfish service for others.