

# VALLEY CHRISTIAN ACADEMY

## Application for Employment

### PERSONAL INFORMATION

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s) Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthplace \_\_\_\_\_

Marital Status \_\_\_\_\_ Number of children \_\_\_\_\_ Age(s) of children \_\_\_\_\_

Spouse \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

Do you have family members that are employed with Valley Christian Academy?  YES  NO

If so, name and area? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

Do you speak a foreign language?  YES  NO If so, what? \_\_\_\_\_

Do you possess a valid driver's license?  YES  NO \* **Please submit a copy with this application**

Do you hold a CDL?  YES  NO

Would you be willing to obtain a CDL?  YES  NO

Would you be willing for your child/children to attend Valley Christian Academy if you are hired as an employee?  YES  NO

### EDUCATION SCHOOL NAME | ADDRESS | COURSE OF STUDY | YRS. COMPLETED | DIPLOMA/DEGREE

High School \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Years Completed \_\_\_\_\_

Diploma/Degree \_\_\_\_\_

Undergraduate \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Yrs, Completed \_\_\_\_\_ Diploma / degree \_\_\_\_\_

College \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Yrs, Completed \_\_\_\_\_ Diploma / degree \_\_\_\_\_

Graduate \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Yrs, Completed \_\_\_\_\_ Diploma / degree \_\_\_\_\_

Professional \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Yrs, Completed \_\_\_\_\_ Diploma / degree \_\_\_\_\_

Others (Specify) \_\_\_\_\_ Address, City, St. Zip \_\_\_\_\_

Course of Study \_\_\_\_\_ Yrs, Completed \_\_\_\_\_ Diploma / degree \_\_\_\_\_

### BACKGROUND AND CERTIFICATIONS

Do you have a state teaching certificate? YES NO If yes, from what state? \_\_\_\_\_

Have you ever had a teaching credential denied, suspended or revoked? YES NO

Have you ever failed or refused to fulfill an employment contract? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a misdemeanor? YES NO

If yes, please explain. \_\_\_\_\_

Have you ever been served with a restraining order? YES NO

If yes, please explain. \_\_\_\_\_

Have you ever been served an order of protection? YES NO

If yes, please explain. \_\_\_\_\_

**\*Please attach photocopies of any certificates held.**

## POSITION DESIRED

Please prioritize your preference in parenthesis using 1, 2, and 3. Indicate the grade level or subject in the blank.

( ) Kindergarten \_\_\_\_\_

( ) Elementary School \_\_\_\_\_

CHECK ONE:  Full-time  Part-time How did you learn about the position for which you are applying? \_\_\_\_\_

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. \_\_\_\_\_

(Indicate grade or ability levels). \_\_\_\_\_

## EMPLOYMENT HISTORY

*Please start with your current or most recent employer and work backwards for the past **ten years**. If necessary, you may make copies of this page or following the same format, use the reverse side.*

1. **Employer:** \_\_\_\_\_

Position: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's name/phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? YES NO If "no", please explain: \_\_\_\_\_

2. **Employer:** \_\_\_\_\_

Position: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's name/phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  YES  NO If "no", please explain: \_\_\_\_\_

3. **Employer:** \_\_\_\_\_

Position: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's name/phone number: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  YES  NO If "no", please explain: \_\_\_\_\_

## REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references. References should include but are not limited to, your pastor and two people who know you well.

Give three **personal references** who are qualified to speak of your spiritual experience and Christian service. List your current pastor first, if possible.

|    | NAME  | EMAIL | PHONE | POSITION |
|----|-------|-------|-------|----------|
| 1. | _____ | _____ | _____ | _____    |
| 2. | _____ | _____ | _____ | _____    |
| 3. | _____ | _____ | _____ | _____    |

Give three **professional references** who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

|    | NAME  | EMAIL | PHONE | POSITION |
|----|-------|-------|-------|----------|
| 1. | _____ | _____ | _____ | _____    |
| 2. | _____ | _____ | _____ | _____    |
| 3. | _____ | _____ | _____ | _____    |

## PERSONAL BELIEFS

**\*On a separate paper, please briefly answer each question.**

1. Why do you wish to teach in a Christian school?
2. What is your philosophy of discipline?
3. What do you believe about the origin of the earth and mankind?
4. What is your position on the following:
  - Abortion
  - Homosexuality
  - Sexual relations outside of marriage

## Christian School Preparation

Have you had any courses relating to or giving training in the Christian philosophy of education?

YES  NO If yes, explain:

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List any conferences or seminars in which you have led or participated in the past:

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## Spiritual Conviction

Describe your own personal relationship with and commitment to the Lord Jesus Christ, including when you became a Christian (if you remember the specific time.)

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Denominational preference: \_\_\_\_\_

Where do you regularly attend worship? \_\_\_\_\_

For how many years? \_\_\_\_\_

Pastor's name: \_\_\_\_\_

Church address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you currently a member?  YES  NO If yes, how long have you been a member? \_\_\_\_\_

Are you presently a member in good standing?  YES  NO

Are you actively involved in a small group/Sunday School class?  YES  NO

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?  YES  NO

Are you capable of teaching a Bible class?  YES  NO

Is active church membership necessary for spiritual growth? Why? \_\_\_\_\_

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# Employee Statement of Faith and Commitment Valley Christian Academy

## I PERSONALLY BELIEVE:

1. The Bible to be the only inspired, inerrant, infallible and authoritative Word of God and as such, it is the final authority in faith, life, and standards of education. (I Corinthians 14:37, I Thessalonians 2:13, 4:1-2, II Timothy 3:16-17).

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

2. That there is one God, eternally existent in three Persons: Father, Son and Holy Spirit. (Deuteronomy 6:4, Isaiah 45:5-7, Matthew 28:19)

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

### B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

### C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that

God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Matthew 1:23-25, Mark 3:5, Luke 2:40-51)

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

4. That, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (I Corinthians 12:13, Romans 8:9-11, II Corinthians 3:6) That salvation is by grace through faith alone. (Ephesians 2:8-9)

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

5. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

**AS A MEMBER OF VALLEY CHRISTIAN ACADEMY STAFF**, realizing the necessity of standing together, I hereby commit myself to stand behind the decisions of the administration and make every effort to support loyally the school and its staff and defend it against undue or invalid criticism. Should the time come when I could not in good conscience follow the above commitment, I agree to withdraw willingly from the faculty.

Do you subscribe without reservation to our Statement of Faith? YES NO

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Valley Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, biological gender, or age.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Valley Christian Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release the Valley Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Valley Christian Academy.

Since I will be working with children, I understand that I must submit to a fingerprint check by federal or state authorities. I authorize Valley Christian Academy to conduct a criminal records check. I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with Valley Christian Academy.

In addition, I hereby release the Valley Christian Academy, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (*Print*) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

