



VALLEY
Christian School
Be transformed by the renewing of your mind. Rom. 12:2

INITIAL APPLICATION FOR EMPLOYMENT

Your interest in **Valley Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and ask you to send your resume and transcripts to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you follow up questions and arrange for a personal interview with the Valley Christian School board

We realize that the key to a successful Christian school is its staff. Therefore, we are seeking applicants who are professionally qualified who really love children, and who by the pattern of their lives, are Christian roles models. (Luke 6:40)

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants

A. APPLICANT'S NAME AND ADDRESS

Full Name: _____

Application Date: ____/____/____ Date Available: ____/____/____

Current Address: _____

Phone Number: CELL (____) _____ - _____ HOME (____) _____ - _____

Best time to call? _____ Email: _____

Permanent Address if different than above: _____

Please list any additional addresses where you have resided at any time during the last five years:

B. POSITION DESIRED

Please indicate your choice in the parenthesis, then to the right please indicate the grades or subjects in order of preference:

() Administrator () Office Support Staff _____

() Preschool () Kindergarten () Elementary _____

() Junior High _____

() High School _____

Full Time _____ Part Time _____ If interested in part time, time of day available: AM PM BOTH (*Circle one*)

Substitute _____

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the US? Yes _____ No _____

Please list activities for which you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels) _____

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

***In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith and indicate your degree of support.

_____ I fully support the Statement as written without mental reservations

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 _____

Denominational Preference? _____

Local Church Affiliation? _____

Are you presently a member in good standing? _____ How many years have you been a member? _____

In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian? _____

Are you capable of teaching a Bible class? ____ If yes, what would be your subject preferences _____

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member? _____

Describe your routine of personal Bible study and prayer: _____

What books have you read recently that that have helped you spiritually? _____

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degrees do you hold?

Degree _____ Major _____

Date Received ____/____/____ Issuing Institution _____

Degree _____ Major _____

Date Received ____/____/____ Issuing Institution _____

Degree _____ Major _____

Date Received ____/____/____ Issuing Institution _____

Cumulative GPA (*Grade Point Average*) - Bachelor's _____ Graduate Work _____

Total (*circle one*) SEMESTER or QUARTER credits after date of Bachelor's degree _____

Sequentially list your teaching experience with the most recent first:

School's Name _____ Dates _____

Grades/Subjects _____

School's Name _____ Dates _____

Grades/Subjects _____

School's Name _____ Dates _____

Grades/Subjects _____

School's Name _____ Dates _____

Grades/Subjects _____

To what degree are you familiar with various Christian or secular textbook series (i.e. Abeka, Bob Jones, Saxon math, Apologia, etc.)? _____

Textbook series preferences? _____

List any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally.

Do you have an ACTS teaching certificate? _____ What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ What State? _____ What kind? _____

Remains valid for _____ years.

List endorsement(s) and semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack?

***ATTACH COPIES OF ANY CERTIFICATES HELD**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

If not, would you be willing to take such a course by correspondence or otherwise? _____

*** FOR ACCREDITATION PURPOSES, IF APPLYING FOR A TEACHING POSITION ATTACH A TYPED COPY OF YOUR PERSONAL CHRISTIAN PHILOSOPHY OF EDUCATION AND HOW YOU WOULD IMPLEMENT IT IN THE CLASSROOM.**

List any conferences or seminars that you have led or participated in recently

E. PERSONAL PHILOSOPHY

*** On separate paper please type, label and succinctly answer in one or two paragraphs each of the questions below**

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?

Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

*Please start with your current or most recent employer and work backwards for the past ten years.
If necessary, you may follow the same format on the reverse.*

Position _____ Dates of Employment _____

Business Name & Address _____

Name & Phone # of Supervisor: _____

Reason for Leaving: _____

Position _____ Dates of Employment _____

Business Name & Address _____

Name & Phone # of Supervisor: _____

Reason for Leaving: _____

Position _____ Dates of Employment _____

Business Name & Address _____

Name & Phone # of Supervisor: _____

Reason for Leaving: _____

Position _____ Dates of Employment _____

Business Name & Address _____

Name & Phone # of Supervisor: _____

Reason for Leaving: _____

Position _____ Dates of Employment _____

Business Name & Address _____

Name & Phone # of Supervisor: _____

Reason for Leaving: _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

Have you served in the military? _____ If yes, what type of training or education did you receive? _____

Are you holding or have you already signed a contract for next year with any other educational institution?
Yes _____ No _____

G. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the attached **Reference Release Form** and return it with this application.

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

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

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

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

Name _____ Position _____

Phone (_____) _____ - _____ Email _____

Address _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Valley Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 school, 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

Signature of Applicant _____

Date ____/____/____

STATEMENT OF FAITH

Each member of the School Board, each member of each committee, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith.

1. **The Word of God:** We believe that the Bible is the Word of God, fully inspired and without error, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. **The Trinity:** We believe that there is one living and true God, eternally existing in three persons, that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence and redemption.
3. **God the Father:** We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
4. **Jesus Christ:** We believe in Jesus Christ, God's only begotten Son, true God and true man, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible future return to earth.
5. **The Holy Spirit:** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ and that He is an abiding helper, teacher and guide.
6. **Regeneration:** We believe man was created in the image of God, but fell from Grace with original sin. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.
7. **The Church:** We believe in the universal church; a living spiritual body of which Christ is the head and all regenerated believers are members. We believe in the local church, consisting of a company of believers in Jesus Christ.
8. **Christian Conduct:** We believe that a Christian should live for the glory of God and the well-being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ.
9. **The Return:** We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal joy of the righteous, and the endless suffering of the lost.

