



# Application for Employment

Valley Christian Academy  
 1037 East Boulevard, Aurora, OH 44202  
 330-562-8191 [www.valleychristian.com](http://www.valleychristian.com)

Thank you for your interest in employment with Valley Christian Academy. Please fill out the appropriate sections of this application in their entirety.

Position(s) you are applying for: \_\_\_\_\_  
 Type of work desired:  Full-time  Part-time  Substitute

## SECTION I: All Applicants

**PERSONAL INFORMATION:** Today's Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City ST Zip

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ Date available to begin: \_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Have you ever applied for a position at VCA? Yes No Have you ever been convicted of a felony? Yes No

### EDUCATIONAL INFORMATION:

School	Name and Location	Course of Study	Graduate?	Degree/Diploma
High School			Yes No	
College/University			Yes No	
Graduate School			Yes No	
Certifications			Yes No	
Other			Yes No	

**EMPLOYMENT HISTORY:** May we contact your present employer? Yes No  
 Please list most recent first. (Faculty Applicants: Please list non-teaching experiences.)

Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	

**REFERENCES:**

*Please list three personal references who are neither previous employers nor relatives.*

Full Name	Full Address	Phone	Relationship

**JOB RELATED EXPERIENCE:**

*Valuable job related experience can be gained in other ways than being an employee. Volunteerism, or working at a civic organization or church can also be valuable. Please list and describe any paid or unpaid activities, honors, experiences or training which may be listed elsewhere in this application.*

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**GENERAL INFORMATION:**

1. Do you have any relatives employed at VCA? Yes No      Please list: \_\_\_\_\_
2. Is there any reason you are unable to perform all the essential duties of the job for which you applying? Yes No
3. Other names used in employment listed in this application: \_\_\_\_\_
4. Have you ever applied for a job at VCA in the past? If yes, please give the date of the application and the position for which you applied. Give your name at that time, if different from your present name.  
\_\_\_\_\_
5. If hired, will you be able to work the scheduled days and hours required for the position for which you are applying? If no, please explain.  
\_\_\_\_\_
6. Have you ever been convicted of a felony? Yes No      If yes, please explain.  
\_\_\_\_\_
7. What church do you currently attend? \_\_\_\_\_
8. Are you a member? Yes No      How often do you attend? \_\_\_\_\_
9. In what church activities are you involved and with what regularity?  
\_\_\_\_\_  
\_\_\_\_\_
10. What other types of Christian service have you done since becoming a Christian?  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a sheet of paper answering the following questions:**

1. Please give a brief but complete statement of your personal faith in Jesus Christ.
2. What do you do to grow spiritually?
3. Why do you desire to be employed at Valley Christian Academy?

**SECTION II: FACULTY APPLICANTS ONLY**

**CERTIFICATION/LICENSURE:**

Educational certificates, licenses, specialties, or endorsements held:

Description	State / Dates	Active or Inactive

**EDUCATIONAL EXPERIENCE:**

*Please list ALL teaching experiences, most recent first; include student teaching. Use an additional sheet if necessary.*

School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Other notable responsibilities	
School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Other notable responsibilities	
School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Other notable responsibilities	

Please list any areas of school life (i.e. drama, athletics, music, technology, etc.) in which you have personal interest in being involved in at VCA. Please indicate any amount of experience in the area(s).

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Please list any other related and valuable experiences which you feel strengthen your application.

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Are you currently under contract by a school? Yes No      Expiration Date: \_\_\_\_\_

Have you ever been discharged or did not have a contract renewed? Yes No      If yes, please explain.

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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

**Please answer the following question in addition to the ones above:**

1. How will you teach differently in a Christian school than in a public school?

### SECTION III: STAFF APPLICANTS ONLY

Please describe your skills in light of the position for which you are applying (typing, phone, computer, etc.)

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I understand that neither this application nor any offer of employment which results, creates or is intended to create a contract of employment. I understand that, if hired, my employment is for no definite period of time and may be terminated at any time, with or without cause and with or without notice.

### SECTION IV: ALL APPLICANTS

I authorize VCA 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 investigate my work records and evaluations, my educational preparation, and other matters related to my suitability.

#### Our Statement of Faith

- I believe that the Bible is the inspired and only infallible and authoritative Word of God.
- I believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- I believe 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, in His bodily resurrection, in His ascension to the right-hand of the Father, in his personal bodily return to this earth in power and glory.
- I believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- I believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- I believe the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life.
- I believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Mark one:

- 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.

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.

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.

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

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

**Please attach any additional paperwork such as a resume or letters of recommendation and send to Administrator, c/o Valley Christian Academy.**