

THE VILLAGE

CHRISTIAN ACADEMY

Teacher/Administration Application

Committed to God, Committed to Excellence

Your interest in Village Christian Academy is appreciated. We invite you to fill out this initial application and return it to our HR Manager, Rosa Parker via email at rosalena@villagebc.church or by dropping it off at the front desk. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role 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: ____/____/____

Present Address: _____

Phone: Days (____) _____ Evenings (____) _____

Cell Phone: (____) _____ Email: _____

Best time to call you? _____

How long have you lived at the above address? _____

B. PERSONAL INFORMATION

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a *bona fide* occupational requirement for staff to live by those standards. Please indicate your current marital and living status.

Single: _____ Engaged: _____ Married: _____ Separated: _____

Divorced: _____ Remarried: _____ Widow(er): _____ Cohabiting: _____

Spouse's Name: _____ Years Married: _____

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C. POSITION DESIRED

Please indicate 1st, 2nd, and 3rd choice in the parentheses. Then to the right, please indicate the grades or subjects in order of preference.

() Kindergarten _____

() Elementary _____

() Junior High _____

() High School _____

() Other _____

Full Time: _____ Part Time: _____ Substitute: _____

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

Special Abilities

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels)

D. CHRISTIAN BACKGROUND

On separate paper, briefly give your Christian testimony.

Bible Do you believe the Bible to be the ONLY inspired and infallible Word of God (in the original Hebrew and Greek text), our final authority in all matters of faith, truth, and conduct?

Yes: _____ No: _____ Signature: _____

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Doctrinal Statement

The Essentials of Faith taught at VCA are consistent with evangelical theology and are important points of unity with believers of other eras and cultures.

Essentials of Faith

Village Christian Academy is a non-denominational evangelical Christian school, which operates as a mission of The Village Baptist Church (VBC). VBC holds to the doctrinal statement of the Southern Baptist Convention as articulated here: <https://bfm.sbc.net/bfm2000/>

[Please review the statements of faith and practice located at the above link before proceeding with the remainder of this application.]

Statement of Faith

After carefully reading our Statement of Faith at <https://bfm.sbc.net/bfm2000/>, indicate below your degree of support.

[Select one response]

_____ I fully support the statement as written without 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 agree that while I am a teacher at Village Christian Academy, I will not teach, directly or indirectly, any belief or doctrine inconsistent with Village Baptist Church's Statement of Faith, even though I may disagree or have not yet formed opinions or convictions for any items contained in the Statement of Faith.

Signature: _____

What is your local church affiliation? _____

Are you presently a member in good standing: _____ Years: _____

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What is your attitude toward working with those of other races and those of other denominational beliefs?

E. PROFESSIONAL QUALIFICATIONS

- **Please attach a complete resume with all work and educational experience listed, as well as any memberships, offices, or honors held in High School or College. In addition, list all professional development courses and workshops you have participated in for which a continuing education unit was awarded.**
- **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 and placed in your personnel file. Job Qualifications**

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

Yes: _____ No: _____ (If yes, please explain)

Teaching Credentials

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a State teaching certificate? _____ State: _____

What kind? _____ Remains valid for _____ years.

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Endorsement(s)

List semester hours in endorsement area(s):

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

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

***All employees are required to take the Christian Philosophy of Education course. This course is offered at the beginning of each school year during New Teacher Orientation.**

*** Attach a typed copy of your personal Christian philosophy of Education and how you would implement it in the classroom.**

Personal Conduct

(IF YOU ANSWER "YES" TO ANY OF THE QUESTIONS IN THIS SECTION, PLEASE ATTACH A SEPARATE SHEET INDICATING THE NATURE OF THE SUIT, OFFENSE, DATE, COURT, AND DISPOSITION OR OTHER APPROPRIATE EXPLANATION.)

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Or have you offered a resignation to your previous employer?

Yes: _____ No: _____

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes: _____ No: _____

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Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?

Yes: _____ No: _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

Yes: _____ No: _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

Yes: _____ No: _____

Have you ever entered a court plea of guilty, a court plea of "no contest" (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any criminal offense other than a minor traffic offense?

Yes: _____ No: _____

F. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher your students may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages:

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Smoking and use of tobacco products:

Marijuana and other illicit drug usage:

Entertainment (music/dancing/movies/television):

Premarital sex and cohabitation:

Divorce and remarriage:

Abortion:

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LGBTQIA+:

Gender Identity:

Gossip/Lying:

***If you have a personal testimony regarding any of the above items you would like to share, please submit on a separate page.**

G. ADDITIONAL ESSAY QUESTIONS

On a separate page, please label and succinctly answer in one or two paragraphs each of the questions below.

- a. What does an effective classroom management plan look like?
- b. Describe a frustrating child/student situation you had to deal with and how you resolved the conflict.
- c. What is your philosophy of homework?
- d. Do you have experience with “backward design” lesson planning? If yes, please explain.
- e. How do you define and approach the need for differentiation in instruction and assessment?
- f. What are your short, and long-term personal and professional development plans?
- g. What is your perspective of a collaborative approach to instruction and learning?
- h. Give examples of your personal and professional standards of safety in working with students and/or children.
- i. Under tense pressure and emotional strain, how and from whom do you seek support?

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H. PERSONAL REFERENCES

References

Give two references that are qualified to speak of your spiritual Christian service. (Do not list family members) List your current pastor first.

List each references Full Name; Email Address; Phone; Position

1.

2.

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

List each references Full Name; Email Address; Phone; Position; School

1.

2.

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I. APPLICANT'S CERTIFICATION AND AGREEMENT

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

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 the 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 **Village Christian Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 job.

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 **Village Christian Academy** will conduct a criminal background check through both federal and state authorities. I agree to fully cooperate in providing any information necessary for such an investigation, and specifically authorize the school to conduct such 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 the criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to 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 employment has neither been offered nor accepted.

I understand that this application is for the School Year _____ and that should I become employed at **Village Christian Academy**, such employment is terminable at the will of either myself or the school.

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I understand that I have an ongoing obligation to keep information in this application current and that I must notify the school of any *material* changes throughout the school year.

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

Signature of Applicant

Date

Names and Ages of VCA Children:
