

# THE VILLAGE

CHRISTIAN ACADEMY

Substitute/Coach/Seasonal Employee 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](mailto:rosalena@villagebc.church) or by dropping it off at the front desk.

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 (\_\_\_\_) \_\_\_\_\_ Best time to call you? \_\_\_\_

Email 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 status.

Single: \_\_ Engaged: \_\_ Married: \_\_ Separated: \_\_ Divorced: \_\_ Remarried: \_\_ Widow(er): \_\_

Spouse's Name: \_\_\_\_\_ Years Married: \_\_\_\_\_

## **C. POSITION DESIRED**

Substitute: Circle desired division    K-8    MS    HS

Kitchen Staff

Bus Driver

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

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## **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, our final authority in all matters of faith, truth, and conduct? Yes: \_\_\_ No: \_\_\_ Signature: \_\_\_\_\_

**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:

<http://www.sbc.net/aboutus/basicbeliefs.asp>

[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 <http://www.sbc.net/aboutus/basicbeliefs.asp>, indicate below your degree of support.

\_\_\_\_\_ 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: \_\_\_\_\_

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

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## **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)

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### **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: \_\_\_\_\_

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: \_\_\_\_\_

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## F. PERSONAL 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. \_\_\_\_\_

## G. 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

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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.

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.

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Signature of Applicant

Date