

Non-Instructional Application Form

Valley Christian Schools
100 Skyway Drive
San Jose, CA 95111

Valley Christian Schools' mission is to provide a nurturing environment offering quality education supported by a strong foundation in Christian values in partnership with parents, equipping students to become leaders to serve God, their families, and to positively impact their communities and the world.

Your interest in **Valley Christian Schools** is appreciated. We invite you to fill out this initial application and return it to our administrative offices. If an opening occurs for which it appears you may qualify, we may request additional information. We may 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 school is its staff. We are grateful for those who are professionally qualified, who really love children, and who are role models demonstrating Christian values.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school.

Full name: _____ Application due: _____ Date available: _____

Present address: _____ City: _____ St: _____ Zip: _____

Phone: days _____ evenings _____ Best time to call you? _____

Email _____ How long have you lived at the above address? _____

Permanent address and phone number if different than present address: _____

On the last page of this form please list any additional addresses where you have resided at any time during the past five years.

POSITION DESIRED: Please list the position for which you are applying _____

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

SPECIAL ABILITIES: Please list any special abilities you may have which could contribute to your ability to execute the job for which you are applying

FUTURE PLANS: What would you like to be doing five years from now? _____

PERSONAL PHILOSOPHY On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

- A. Why do you wish to work in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What areas do you feel are your strengths? Weaknesses?

CHRISTIAN BACKGROUND In your own handwriting, on separate paper, briefly give your personal statement of Christian values.

Following is the Doctrinal Statement of Valley Christian Schools:

I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

I believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.

I believe in the Deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

I believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

I believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.

I believe in the spiritual unity of believers in our Lord Jesus Christ.

I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Please carefully read the Valley Christian Schools' Doctrinal Statement, printed above, and indicate below your degree of support.

I subscribe to the above doctrinal statement without reservation:

Signature: _____

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.

Signature: _____

CHRISTIAN BACKGROUND continued:

Where do you regularly attend worship? _____

For how many years? _____

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

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

Describe your routine of personal Bible study and prayer: _____

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

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average. BA _____ Graduate work _____

Total units **after** date of Bachelor's degree
(1 _____ unit x _____ = _____ unit)

Typing _____ word per minute

Adding machine/ten-key by touch? _____

Please list the software programs with which you are familiar and can use with proficiency:

Software program

Edition

Years of Experience

With which computer platform(s) systems are you familiar? _____

Beyond your education listed above, please list any professional course work you have done related to technology? _____

PROFESSIONAL QUALIFICATIONS continued:

Please describe your working knowledge of the Internet and any related experience: _____

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. _____

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

Please complete the following self-evaluation of skills circling the appropriate answer, keeping in mind that “0” is minimum and “10” is maximum.

Spelling	0 1 2 3 4 5 6 7 8 9 10
Grammar/punctuation knowledge/usage	0 1 2 3 4 5 6 7 8 9 10
Proof reading	0 1 2 3 4 5 6 7 8 9 10
Letter format and composition	0 1 2 3 4 5 6 7 8 9 10
Building a file system	0 1 2 3 4 5 6 7 8 9 10
Organizational skills	0 1 2 3 4 5 6 7 8 9 10
Ability to solve problems	0 1 2 3 4 5 6 7 8 9 10
Confidence in professional skills	0 1 2 3 4 5 6 7 8 9 10
Ability to work under pressure	0 1 2 3 4 5 6 7 8 9 10
Promptness	0 1 2 3 4 5 6 7 8 9 10
Reliability	0 1 2 3 4 5 6 7 8 9 10
Neatness	0 1 2 3 4 5 6 7 8 9 10

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 following the same format.

1. Employer _____

Position _____ Date of employment _____

Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Employer _____

Position _____ Date of employment _____

Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Employer _____

Position _____ Date of employment _____

Address _____

Supervisor's name and phone number _____

Reason for leaving _____

4. Employer _____

Position _____ Date of employment _____

Address _____

Supervisor's name and phone number _____

Reason for leaving _____

5. Employer _____

Position _____ Date of employment _____

Address _____

Supervisor's name and phone number _____

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 already signed a contract for next year with any another institution? Yes _____ No _____

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

PERSONAL REFERENCES

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

Give three references who are qualified to speak of your Christian values. List your current cleric first.

Name	Complete Address	Phone	Position	School
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1. _____

2. _____

3. _____

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

Name	Complete Address	Phone	Position	School
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1. _____

2. _____

3. _____

Christian Role Model Issue: Have you ever been separated or divorced? _____. If yes, please explain why this would not compromise your position as a Christian role model.

Reference Release

Valley Christian Schools
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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Valley Christian Schools**. I have authorized the school 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 **Valley Christian Schools**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any related to such investigation or disclosure.

I waive the right to ever personally view any references given to **Valley Christian Schools**.

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

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____ Date _____

Applicant's Certification and Agreement

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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Valley Christian Schools** 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 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 Schools** 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 **Valley Christian Schools**, 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 Schools**.

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 **Valley Christian Schools** 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.

Signature of Applicant _____

Date _____

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Name: _____ Date: _____

Have you ever been convicted of a crime?
(A conviction is not an automatic bar to employment. Each case will be considered on its merits. Do not include any arrests that did not result in a conviction. Do not include any convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated. Do not include any misdemeanor conviction for which probation has been successfully completed and the case has been judicially dismissed under Penal Code Section 1203.4. Do not include any arrest for which a pretrial diversion program has been successfully completed under Penal Code Sections 1000.5 and 1001.5. Do not include a conviction for the use of marijuana if that conviction was more than two years ago.)

_____ Yes _____ No If yes, please explain and state the charge, the court, the date and the disposition of the case:

If yes, was the crime a felony or misdemeanor?

_____ Felony _____ Misdemeanor

If yes, did you serve any time in jail or prison? _____ Yes _____ No

If yes, please state when, where and how long:

Are you currently out on bail or on personal recognizance pending trial?

_____ Yes _____ No If yes, please explain and give dates: