



**APPLICATION FOR EMPLOYMENT - VCA ADMINISTRATOR/PRINCIPAL**

*Please attach a personal resume and cover letter. Application & Resume can be emailed to office@vcahibbing.com or mailed to Victory Christian Academy, 206 East 39th Street, Hibbing, MN 55746.*

**PERSONAL INFORMATION**

**FULL NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**DRIVER'S LICENSE #:** \_\_\_\_\_ **PERMISSION FOR A BACKGROUND CHECK? YES OR NO**

**ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?**  YES  NO

**HAVE YOU EVER BEEN EMPLOYED BY VICTORY CHRISTIAN ACADEMY?**  YES  NO **IF YES, PLEASE LIST DATES AND POSITION.**

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**PLEASE CAREFULLY READ OUR STATEMENT OF FAITH (can be found on our website) AND INDICATE 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.*

**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**

**WHAT IS YOUR LOCAL CHURCH AFFILIATION? \_\_\_\_\_**

**# OF YEARS ATTENDING: \_\_\_\_\_ ARE YOU PRESENTLY A MEMBER IN GOOD STANDING?  YES  NO**

**IN WHAT CHURCH ACTIVITIES ARE YOU INVOLVED AND WITH WHAT DEGREE OF REGULARITY?**

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**DO YOU HAVE EXPERIENCE TEACHING OR LEADING A BIBLE CLASS? *PLEASE EXPLAIN.***

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**DESCRIBE YOUR ROUTINE OF PERSONAL BIBLE STUDY AND PRAYER. WHAT BOOKS HAVE YOU READ RECENTLY THAT HAVE HELPED YOU SPIRITUALLY?**

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## OFFICE SKILLS

PLEASE LIST ANY OFFICE SKILLS AND/OR COMPUTER PROGRAMS THAT YOU ARE PROFICIENT IN

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## PROFESSIONAL QUALIFICATIONS

TO WHAT DEGREE ARE YOU FAMILIAR WITH VARIOUS CHRISTIAN OR SECULAR TEXTBOOK SERIES (I.E., ACSI, ABEKA, BOB JONES, SAXON MATH, OPEN COURT READING)?

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LIST ANY BOOKS OR ARTICLES THAT YOU HAVE READ RECENTLY THAT HAVE HELPED YOU GROW PROFESSIONALLY.

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**LIST ANY CONFERENCES OR SEMINARS THAT YOU HAVE LED OR PARTICIPATED IN RECENTLY.**

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## PERSONAL CHRISTIAN PHILOSOPHY

**ON A SEPARATE PAPER, PLEASE LABEL AND ANSWER 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 DO YOU CONSIDER TO BE THE PROPER CLASSROOM ATMOSPHERE FOR LEARNING?
- D. WHAT IS YOUR PHILOSOPHY OF CLASSROOM & SCHOOL DISCIPLINE?
- E. WHAT AREAS DO YOU FEEL ARE YOUR STRENGTHS? WEAKNESSES?
- F. WHAT DO YOU BELIEVE ABOUT THE ORIGIN OF THE EARTH AND MANKIND?
- G. PLEASE READ OUR **PHILOSOPHY OF CHRISTIAN EDUCATION** FOUND ON OUR WEBSITE. DO YOU FULLY SUPPORT AND AGREE WITH THIS PHILOSOPHY? EXPLAIN WHY OR WHY NOT.
- G. PLEASE SUMMARIZE ANY ADDITIONAL INFORMATION THAT YOU WOULD LIKE TO PRESENT REGARDING YOUR CANDIDACY FOR THIS POSITION.

## FAITH TESTIMONY

**ON A SEPARATE SHEET OF PAPER PLEASE GIVE YOUR CHRISTIAN TESTIMONY AND ATTACH IT TO THIS APPLICATION.**

# REFERENCES

PLEASE LIST SEVERAL PERSONAL & PROFESSIONAL REFERENCES THAT WE MAY CONTACT

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION OR RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION OR RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION OR RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION OR RELATIONSHIP TO THE APPLICANT: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

# APPLICANT'S AGREEMENT

I understand that Victory 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.

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. I hereby authorize Victory Christian Academy to verify any information provided herein. If employed, I understand that any falsification of this record may be considered cause for termination. If employed, I understand that employment at Victory Christian Academy will be at will and shall be terminable at will by Victory Christian Academy or the employee with or without cause.

I authorize Victory Christian Academy 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.

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SIGNATURE OF APPLICANT

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DATE