



## Application for Employment

### Personal Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

MN Driver's License \_\_\_\_\_ Permission for a background check? Y or N

Are you legally eligible for employment in the United States?  Yes  No

### Employment Desired

Please indicate 1, 2, 3, choice in the box. Then to the right please indicate the grades or subjects in order of preference.

Pre-School  Kindergarten  Elementary \_\_\_\_\_

Junior High \_\_\_\_\_  High School \_\_\_\_\_

Full-time  Part-time  Substitute

Referred by \_\_\_\_\_

Have you ever been employed by Victory Christian Academy?  Yes  No

If yes, please list dates and position.

---

---

---

206 EAST 39<sup>TH</sup> STREET, HIBBING MN 55746  
PHONE 218.262.6550 · FAX 888.416.1424  
WWW.VCAHIBBING.COM

Please carefully read our Statement of Faith and indicate your degree of support.

\_\_\_\_\_ 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.

**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 denominational preference?

What is your local church affiliation?  Yes  No                      Years \_\_\_\_\_

Are you presently a member in good standing?  Yes  No

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

Are you capable of teaching a Bible class?  Yes  No

If yes, what would be your subject preference?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

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

**Education**

Circle highest grade completed: 10 - 11 - 12 - GED - High School Diploma - College 1 - 2 - 3 - 4 - 5 - 6

Please complete the chart below.

Names & Addresses Of Schools attended	Major/Minor Or Specialization	Degree or License Received
High School		
College		
Graduate School		
Other Education or Training		

**Office Skills** (If applicable)

Please list any office skills and/or computer programs that you are proficient in: \_\_\_\_\_

\_\_\_\_\_

**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)?

Textbook series preferences?

List any books or articles that you have read recently that have helped you grow professionally.

Do you have an ACSI Teaching Certificate?  Yes  No

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s)

List semester hours in endorsement area(s)

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

**\*Please attach copies of any certificates held.**

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

List any conferences or seminars that you have led or participated in recently.

Describe how teacher evaluation has been helpful to you.

### **Personal Christian Philosophy**

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

- A. Why do you wish to teach 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 discipline? Your attitude toward physical punishment?
- 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 summarize any additional information that you would like to present regarding your candidacy for this position.

Are you holding, or have you already signed, a contract for next year with any other educational institution?

Yes    No

What would you like to be doing five years from now?

---

---

---

### **Christian Background**

On a separate sheet of paper please give your Christian testimony and attach it to this application.

**Military Service**

No  Yes If yes, which branch? \_\_\_\_\_

**Employment History**

Are you presently employed?  No  Yes If yes, may we contact your present employer?  No  Yes

List your present or most recent employer first.

Job Title or Occupation	From:	To:	Starting Salary: Ending Salary:
Employer's Name & Address:			
Employer's Phone Number:			
Supervisor's Name:			
Nature of Work:			
Reason for leaving:			

Job Title or Occupation	From:	To:	Starting Salary: Ending Salary:
Employer's Name & Address:			
Employer's Phone Number:			
Supervisor's Name:			
Nature of Work:			
Reason for leaving:			

Job Title or Occupation	From:	To:	Starting Salary: Ending Salary:
Employer's Name & Address:			
Employer's Phone Number:			
Supervisor's Name:			
Nature of Work:			
Reason for leaving:			

**Personal References**

Name \_\_\_\_\_

Position or relationship to applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Position or relationship to applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Position or relationship to applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **Applicant's Certification and 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.

---

Signature of Applicant

Date