
Instructional Staff Application

The purpose of Victory Family School is to provide an exceptional, biblically based education in a nurturing environment through which students learn godly character, are inspired to excel and prepared for a life of enduring commitment to Christ. We appreciate your interest in becoming part of such a ministry at Victory Family School. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your application and 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 believe that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your 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

Last name _____ First name _____ Middle initial _____

Application date ____ / ____ / ____ Date available ____ / ____ / ____

Current address: _____

City _____ State _____ Zip _____

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

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

Please list any additional addresses where you have resided at any time during the past five years: _____

B. Position Desired

Please indicate your 1st and 2nd choices in the check boxes below:

- D Lower School Teacher Grade Level _____
- D Middle School Teacher Not applicable at this time _____
- D Upper School Teacher Not applicable at this time _____

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

Can you submit verification of your legal right to work in the United States? D Yes D No

What are your long-term professional and educational goals? _____

C. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

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

D I fully support the Statement of Faith and Parent Agreement as written, without mental reservation.

D I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Do you have any additional doctrines or convictions not a part of the statement of faith that we should be aware of? D Yes D No If yes, please write out on a separate page.

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? D Yes D No

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

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

What other Christian service have you done since becoming a Christian? _____

Describe your routine of personal Bible study and prayer: _____

List any books or articles that you have read recently that have helped you to grow spiritually:

Which hobbies or interests do you enjoy in your recreational time?

List the last three movies you have seen:

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. If you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing institution

What were your majors?

What were your minors?

Cumulative grade point average: bachelor's degree _____ graduate work _____

Total D semester units or D quarter units *after* date of bachelor's degree _____

Are you still in school? D Yes D No If yes, where? _____

How many courses are you currently taking? _____ Number of credits? _____

What is your course of study? _____

Do you speak any foreign languages? D Yes D No If yes, which language? _____

Can you read it? _____ Write it? _____

Sequentially list your administrative/teaching experience with most recent first:

School name	Position	Dates

Are you familiar with various Christian or secular textbook series? _____

Please list any textbook series preferences you have: _____

Are you capable of teaching a Bible class? D Yes D No If yes, what would be your subject preferences? _____

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

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 grow professionally:

Do you have an ACSI teacher's certificate? D Yes D No

What level? _____ Remains valid how many years? ____

Please attach photocopies of any certificates held.

Do you have a state teacher's certificate? D Yes D No What state?

What level? _____ Remains valid how many years? _____

Endorsements	List semester hours in endorsement areas

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

Have you had any Christian philosophy of education courses? _____
If so, where and when? _____

If not, would you be willing to take such a course by correspondence or otherwise? _____

Attach a typed copy of your personal Christian philosophy of education and administration, and how you would implement it in our school.

Have you had other courses that provide specific teaching in a Christian school? Give details:

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

Have you served on a school accreditation team? D Yes D No If yes, please indicate when, where, and for which accreditation organization: _____

Describe how previous evaluations have been helpful to you: _____

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to be a teacher in our Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper school atmosphere for learning?
4. How would you describe your teaching style?
5. What personal areas do you feel are your strengths? What areas are you working to improve?
6. What do you believe about the origin of the universe?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

2. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

3. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

4. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Please account for all periods of unemployment if there are time gaps in the list of employers above. If you weren't employed, where were you, and what were you doing?

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm your unemployment
/ to /		
/ to /		
/ to /		

Have you ever worked under a different name for any of the employers you have listed (e.g., maiden name)? If so, what name, or names, did you use? _____

Have you served in the military? D Yes D No If yes, what type of training or education did you receive? _____

Are you holding or have you already signed a contract for next year with any other educational institution? D Yes D No

G. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

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

Name and complete address	Phone	Position

H. Consent to Perform Background Check

Name (print)

Social Security number

Date of birth

Gender: M or F

Date

Maiden name/alias

Driver's license number

State

Other aliases

This authorization and consent for release of personal information acknowledges that

Victory Family School (Hereafter referred to as the "VFS") may conduct a background investigation. Such investigation may include records of previous employment including work history, complaints and evaluations; criminal history information; and motor vehicle records.

I understand that these searches may be used to determine employment eligibility under the School's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the School. In addition, I release and discharge VFS and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from utilizing, retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. After reading this document, I fully understand its contents and authorize the background verification.

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) YES NO

If YES, please provide an explanation below:

2. Have you ever received deferred or suspended sentence or similar disposition for any federal, state or municipal criminal offense? YES NO

If YES, Please provide an explanation below:

This section is to be used to list all counties and states of residence since age 18 or high school graduation. You must be specific about dates of residence.

City/town	County	State	Dates from	To

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information proves to be incorrect or incomplete that grounds for the canceling of any and all offers of employment or volunteer positions will exist and may be used at the discretion of the employer.

Signed this _____ day of _____, 20____

Applicant name (print)

Applicant signature

I. Declaration of Moral Integrity

Our school expects all of its employees and volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a teaching position, employee, or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant signature

Date

Administrator signature, *after* discussion with applicant Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)

I Authorization to Release Reference Information

I have made application for a position as a _____ with Victory Family School. I have authorized the school 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 all 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 Victory Family 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 Victory Family School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

J. Applicant's Certification and Agreement

I understand that Victory Family School 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Victory Family School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date

