

# APPLICATION FOR CLASSIFIED POSITION



## Village Christian Schools

A National Blue Ribbon School (2003)

8930 Village Avenue  
Sun Valley, CA 91352

Voice (818) 767-8382  
FAX (818) 768-2006

### Instructions

Please complete the information requested below. If you have attached a resume that duplicates information requested in the education and employment portions, you may indicate "See Resume" in those sections.

We consider applicants for all positions without regard to race, color, gender, ancestry, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap. The school requires that each employee be a practicing Christian and an active member of a Protestant, evangelical, Christian church.

### Applicant's Name and Address

Name \_\_\_\_\_  
Last First Middle Initial

Current Address \_\_\_\_\_  
Street City State Zip

Mailing Address (if different) \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Best time to call \_\_\_\_\_

E-mail address \_\_\_\_\_

### Position Desired

Applying for what position \_\_\_\_\_

Date available \_\_\_\_\_ Have you applied to VCS before?  Yes  No When \_\_\_\_\_

What salary would you expect? \_\_\_\_\_ Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_

### Personal Data

If under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_  
(A work permit must be supplied to VCS prior to the first day of work.)

Have you the legal right to work in the United States?  Yes  No  
(Hiring is subject to verification that applicant meets legal age and U.S. work permit requirements.)

Are you physically or otherwise unable to perform the essential duties of the job for which you are an applicant?

Yes  No If "yes," explain \_\_\_\_\_

Have you ever been convicted for any crime?  Yes  No If "yes," explain \_\_\_\_\_

**Spiritual Data**

Have you received Christ as your Savior and Lord?  Yes  No When? \_\_\_\_\_

Where do you attend church? \_\_\_\_\_ Member?  Yes  No

How often do you attend church? \_\_\_\_\_

Are you presently active in Christian work?  Yes  No Explain \_\_\_\_\_

What other Christian work have you done? \_\_\_\_\_

Please give a statement of your Christian faith and convictions \_\_\_\_\_

Please give a statement regarding your convictions on Christian conduct \_\_\_\_\_

Do you use tobacco?  Yes  No Drugs?  Yes  No Alcoholic Beverages?  Yes  No

Village Christian Schools will not hire, subject to laws or restrictions, alcoholics or drug abusers. Employees are subject to testing for alcohol, narcotic or drug use.

### Educational Data

Please list all educational institutions above middle school you have attended:

Institution	Mo/Yr to Mo/Yr	Major/Minor	Degree/Diploma

Special recognition/honors received \_\_\_\_\_

What special training have you received which would help you with this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employment History

Sequentially list your experience with the most recent position first. You may exclude organizations which indicate race, color, gender, national origin or handicap status. If you need additional space, attach another sheet.

Employer Name and Address	Position and Work Performed	Dates Employed	Supervisor's Name/Phone	Rate of Pay

May we contact your present employer?  Yes  No

Reason for leaving last job \_\_\_\_\_

**Character References** (Must be from an organization where you worked or volunteered, for example, your church).

1. \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name

Complete Address \_\_\_\_\_  
Street City State Zip

2. \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name

Complete Address \_\_\_\_\_  
Street City State Zip

**Criminal Background Check and Fingerprint Requirement**

As a result of AB 2989 (Bates), Chapter 1088, and later code, all persons employed by private schools on or after July 1, 1985, must submit to a criminal background check prior to employment. Persons who possess a valid California teaching credential or are current students of this school are exempted from this requirement.

**Acknowledgment**

I certify that answers given herein are true and complete to the best of my knowledge.

I certify that I am at least 16 years of age and will provide a work permit if under the age of 18.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, unless otherwise indicated within this document.

I authorize Village Christian Schools to conduct a criminal background check on me, as required by law.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I hereby understand and acknowledge that, unless otherwise defined by a signed agreement, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time, for any reason, and the employer may discharge employee at any time, for any reason. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an appropriately authorized agent of the school.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## VILLAGE CHRISTIAN SCHOOLS COVENANT

As a Board Member or employee of Village Christian Schools I understand and support the following core beliefs of this institution:

1. A personal relationship with Jesus Christ is essential for every employee and Board Member.
2. That relationship with Christ is growing and maturing in a discipleship that is obvious in my marriage and family, my involvement in a local body of believers, how I teach, and in every other aspect of my life.
3. At Village Christian Schools our sole authority in all matters of faith and practice is the inspired, infallible Word of God.
4. All who teach and work at Village Christian Schools are aware that this is a ministry to which God has called us.

Therefore, I covenant with all the Board Members and employees of Village Christian Schools that, as a Christian leader, I will seek to live a life that honors God in all my behavior. Under the guidance of the Holy Spirit and with the understanding that I represent the reputation and integrity of Village Christian Schools in my private, as well as my professional life, I will pursue a style of life that will avoid excess, addiction, and legalism, and will foster growth in discipleship and Christ-like character.

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Signature

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Date

# VILLAGE CHRISTIAN SCHOOLS

## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Ghost.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and by whose infilling the believer is equipped for service.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

Understanding the importance of preserving spiritual unity in the Christian ministry of Village Christian Schools, I have read the above statement of faith and subscribe in whole with its contents.

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Signature

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Date