

Valley Heights Christian Academy  
75 Calvary Drive Norwich, New York 13815  
Phone (607) 336-8422

**SCHOOL SECRETARY/OFFICE MANAGER APPLICATION**

Thank you for your interest in the school ministry of Valley Heights Christian Academy. We look forward to receiving your initial application. Your interest in VHCA is greatly appreciated..

**A. APPLICANT'S NAME AND ADDRESS**

**Application date:** \_\_\_\_\_

Full name: ( ) Miss ( ) Mrs. ( ) Mr. \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Permanent Address if different than above:

Address: \_\_\_\_\_

Street

City

State

Zip

Phone: Days ( ) \_\_\_\_\_ Evenings ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**B. PERSONAL INFORMATION**

Marital Status: Single\_\_\_ Married\_\_\_ Separated\_\_\_ Divorced\_\_\_ Remarried\_\_\_ Widowed\_\_\_

Spouse's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Number of school age children: \_\_\_\_\_

**C. PROFESSIONAL QUALIFICATIONS**

Please list the educational institutions attended including high school. Identify the degree or degrees that you hold.

<u>Degree/Diploma</u>	<u>Date Received</u>	<u>Major/Minor</u>	<u>Issuing Institution</u>

Sequentially list your office management/secretarial experience with the most recent first.

<u>Business/Organization Name</u>	<u>Position</u>	<u>Dates</u>

Number of years of office management/secretarial experience: \_\_\_\_\_

Please identify the office software you are most familiar with: \_\_\_\_\_  
\_\_\_\_\_

List other office software and/or office equipment you have experience with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had any office management/secretarial experience in the Christian school environment?  
If so, where and when? \_\_\_\_\_

List any non-secretarial work or volunteer experiences that you might have had in a Christian school  
Environment: \_\_\_\_\_

Why do you wish to work in a Christian school environment and what are the main characteristics that  
you feel distinguish a Christian school from a public school? \_\_\_\_\_

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**D. CHRISTIAN BACKGROUND**

Give a concise yet adequate statement of your Christian testimony of salvation in Christ:

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What is your denominational preference? \_\_\_\_\_

What is your church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

Describe your routine and frequency of personal Bible study and prayer: \_\_\_\_\_

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

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

\_\_\_\_\_ I fully support the Statement of Faith as written without reservations.

\_\_\_\_\_ I support the Statement of Faith except for the area(s) listed and reasons for the exceptions as stated on a separate paper. The exceptions represent either disagreement or items for which I have not yet formed an opinion of 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 \_\_\_\_\_ Not Certain \_\_\_\_\_

**E. EMPLOYMENT HISTORY (Please start with your current or most recent employer)**

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

4. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

**F. PERSONAL INTERESTS**

List your hobbies and personal interests: \_\_\_\_\_

\_\_\_\_\_

What periodicals do you read regularly? \_\_\_\_\_

\_\_\_\_\_

**G. LEGAL ISSUES** (Required Background Search)

Before an offer of employment may be extended, all employees are required to have a background search so as to evaluate whether an applicant poses a risk of harm to the children and youth they may serve. Information obtained is not an automatic bar to employment, but is considered in view of all relevant circumstances.

Have you ever been convicted of anything other than a minor traffic violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**H. Personal and Professional References**

A total of 3 references will be required prior to a personal interview if one is granted. It is the applicant's responsibility to provide the name and contact information of one individual (cannot be a relative or family member) who is qualified to speak of your spiritual experience and Christian service. Also required are the names and contact information of two individuals who are qualified to speak of your professional training and experience. Your current employer if employed, or last employer if not currently employed must be one of the references.

1. Spiritual reference name and contact: \_\_\_\_\_

2. Professional reference #1: \_\_\_\_\_
3. Professional reference #2: \_\_\_\_\_

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Valley Heights Christian Academy is a ministry of Calvary Baptist Church in Norwich, New York and consistent with Christian principles, Valley Heights 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 unconditionally certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I acknowledge that these questions shall be continuing in nature and I have a duty to update, change or further amplify my answers to guarantee accuracy, at all times. I understand that any omission, misleading or falsely answered statement made or implied by me on this application, or any supplement to it, whether written or oral, will be sufficient grounds for failure to employ or for my immediate discharge should I become employed with the school.

My signature below authorizes the school to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references and other sources sole discretion of the school administration. I waive my right of access to any such information, and without limitation hereby release the school and the reference source from any liability in connection with its release or use.

In conclusion, I acknowledge that if accepted for employment, I hereby agree to abide by the policies, regulations, and directives of Valley Heights Christian Academy.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_