

Valley Heights Christian Academy

75 Calvary Drive
Norwich, New York 13815
Phone (607) 336-8422 / Fax (607) 334-2212

TEACHER APPLICATION

Thank you for your interest in the school ministry of Valley Heights Christian Academy. This initial application must be completed and returned to the VHCA School Office if you are to be considered for any teaching opportunities at the school. If an opening occurs for which you may qualify, you will be notified and the important next steps will be discussed with you at that time.

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 from 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. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. To the right of your choice please indicate the grades or subjects in order of preference.

() Preschool () Kindergarten () Elementary _____

() Junior High _____ () High School _____

Full time _____ Part time _____ Substitute _____

(over)

D. PROFESSIONAL QUALIFICATIONS

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

Degree/Diploma Date Received Major/Minor Issuing Institution

Major GPA _____ Hours/Units in Education _____

Sequentially list your teaching experience with the most recent first.

School Name Grades or Subjects Dates

Number of years of teaching experience: Public _____ Christian _____

Please identify the curriculum(s)/publisher(s) you are most familiar with: _____

Do you have a curriculum/publisher preference for a particular grade level? Yes ___ No ___

If Yes please give a short explanation as to why: _____

List other work or military experiences that may have significance for the type of position for which you are applying:

Place Type of Work/Experience Dates

List any other educational advantages that you have had including opportunities for travel: _____

Do you have a Teaching Certificate? _____ What kind? _____ Is it Valid? _____

Have you had any courses in the Christian Philosophy of Education? _____

If so, where and when? _____

Have you had other courses giving specific training for Christian day schools? _____ Give details:

Why do you wish to teach in a Christian school? _____

What are the main characteristics that distinguish a Christian school from a public school? _____

What is your philosophy of discipline both in and outside of the classroom? _____

With respect to teaching in a Christian school, please identify your strengths and weaknesses: _____

E. CHRISTIAN BACKGROUND

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

What is your denominational preference? _____

What is your local 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 attached *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 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___ Not certain___

F. 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 _____

G. PERSONAL INTERESTS

List your hobbies and personal interests: _____

What periodicals do you read regularly? _____

H. 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: _____

I. Personal and Professional References

A total of six (6) references will be required prior to a personal interview if one is granted. It is the applicant’s responsibility to provide the names and addresses of three (3) individuals (cannot be relatives or family members) who are qualified to speak of your spiritual experience and Christian service. Also required are the names and addresses of three (3) 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 six references.

J. 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 deemed appropriate in the 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_____

Valley Heights Christian Academy, 75 Calvary Drive, Norwich, New York 13815