



Valley Heights Christian Academy

Established 1982
An outreach of Calvary Baptist Church
75 Calvary Drive, Norwich, NY 13815

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www.vhcaonline.com

ADMINISTRATIVE ASSISTANT 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 the Administrative Assistant position at the school. 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: _____

Have you had any office administrative assistant/secretarial experience in a Christian school environment?

If so, where and when? _____

List any non-secretarial work or volunteer experience that you might have had in a Christian school environment. _____

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

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 administrative assistant /secretarial experience with the most recent first.

<u>School Name</u>	<u>Grades or Subjects</u>	<u>Dates</u>

Number of years of office administrative assistant /secretarial experience: _____

Please identify the office software you are most familiar with: _____

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

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

<u>Place</u>	<u>Type of Work/Experience</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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___

D. 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's Statement of Faith

You might ask why we include a statement of faith in our handbook. Our academy is a ministry of the Calvary Baptist Church of Norwich. We do not apologize for the Word of God. This statement of faith clearly states the church's theological stance: the stance of the academy is one and the same. We will emphasize the truths shared and championed by orthodox believers through the ages. Students will be taught Bible in light of this statement of faith. In areas where believers disagree, we will also respect divergent viewpoints. However, the student will be responsible to know that which is taught in class and reflect that knowledge on tests and quizzes. We welcome children from families of all denominations or without any denominational affiliation, provided the parents understand that their children will be taught daily in light of this statement of faith. No student will be forced to adopt our statement of faith as theirs: only God's Spirit can teach and reveal spiritual truth thru His Word. These are the premises upon which we teach.

The Statement of Faith

1. "We believe that the Bible is the verbally inspired Word and revelation of God and therefore our only authority in faith and practice." II Timothy 3:16-17; II Peter 1:19-21.
2. We believe in seven literal (24 hour) day creation and the creation of man by the direct act of God.
3. "We believe in the Deity of our Lord Jesus Christ, that he is the very God by whom and for whom all things are created." John 1:1-3; Hebrews 1:3.
4. "We believe in His Virgin Birth, that He was conceived by the Holy Ghost and is therefore God manifested in the flesh." Matthew 1:23; John 1:14.
5. "We believe in salvation by divine sacrifice, that the Son of God gave "His life a ransom for many" and bore our sins in His own body on the tree." I Peter 2:24.
6. "We believe in His physical resurrection from the dead and His bodily presence at the right hand of God as our High Priest and Advocate. "Acts 1:3; I John 2:1.
7. "We believe in the universality and heinousness of sin and in salvation by grace. 'Not of works, lest any man should boast'; that sonship with God is only attained by regeneration through the Holy Spirit and personal faith in Jesus Christ." Romans 3:23; Ephesians 2:8; Titus 3:5.
8. "We believe in the personality and Deity of the Holy Spirit, who came down upon earth on the day of Pentecost to dwell within believers and to the Administrator in the church of the Lord Jesus Christ; who is also here to reprove the world of sin, of righteousness, and of judgment." John 14:16-17; John 16:8.
9. "We believe in the great commission which our Lord has given to His church to evangelize the world, and that this evangelization is the great mission of the Church." Matthew 28:19-20; Acts 1:8.
10. "We believe in the Resurrection, Personal, Visible, Pre-tribulation, Pre-Millennial return of Christ, and related events;
 - a. We believe in His bodily resurrection. Matthew 28:6-7; Luke 24:39; John 20:27; I Corinthians 15:4; Mark 16:6; Luke 24:2-4.
 - b. His Bodily Ascension. Acts 1:9-11; Luke 24:51; Mark 16:19; Rev. 3:21; Hebrews 12:2.
 - c. His High Priesthood. Hebrews 8:6; I Timothy 2:5; I John 2:1; Hebrews 2:7; Hebrews 5:5-10.
 - d. His Second Coming. John 14:3; Acts 1:11; James 5:8; Hebrews 9:28; I Thessalonians 4:16.

- e. The Resurrection of the Righteous Death. I Thessalonians 4:13-18; I Corinthians 15:42-44 & 15:22.
 - f. The change of the living in Christ. I Corinthians 15:51-53; I Thessalonians 4:13-18; Philippians 3:20-21.
 - g. The Judgment Seat of Christ. II Corinthians 5:10; I Corinthians 3:11-15.
 - h. The Marriage Supper of the Lamb. Rev. 19:7-9.
 - i. The Throne of David on Earth. Luke 1:32; Isaiah 9:6-7; Acts 2:29-30.
 - j. The Millennial Reign of Christ. I Corinthians 15:25; Isaiah 32:1; Isaiah 11:4-5; Psalms 72:8; Revelations 20:14; Revelations 20:6.
 - k. “We believe in a Heaven of eternal bliss for the righteous, and the conscious and Eternal Punishment of the wicked. Matthew 25: 34-46; Romans 6:23; Psalms 1.
 - l. “We believe that Christian Baptism is the immersion of a believer in water to show forth in a solemn and beautiful demonstration of our faith in the crucified, buried and risen Savior, portraying our death to sin and resurrection to a new life; that it is a prerequisite to church membership. We believe that the Lord’s Supper is the commemoration of His death until He returns, and should be preceded always by solemn self-examination. Acts 8:36-39; John 3:23; Romans 6:3-5; Matthew 3:16; Colossians 2:12; I Corinthians 11:23-28.
11. We believe that the chief end of man is to glorify God.

“We believe that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; that the One and only Superintendent in Christ through the Holy Spirit; that it is Scriptural for true Churches to cooperate with each other in contending for the faith and the furtherance of the Gospel; that the local church is the sole judge of the measure and method of its cooperation, on all matters of membership, of policy, of discipline, or benevolence. The will of the local church is final. Acts 2:41-42; I Corinthians 11:2; Ephesians 1:22-23; Ephesians 4:11; Acts 20:17-28; I Timothy 3:15; Colossians 1:18; Ephesians 5:23-24; Acts 15:13-18.

STATEMENT ON MARRIAGE, GENDER, SEXUALITY

1. We believe that God wonderfully and immutably creates each person biologically as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
2. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
4. We believe that in order to preserve the function and integrity of Valley Heights Christian Academy as a ministry of the body of Christ, and to provide a Biblical role model to the school’s members and the community, it is imperative that all persons employed by Valley Heights

Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Position Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28:31; Luke 6:31). Hateful and harassing behavior directed toward any individual is to be repudiated and is not in accord with Scripture nor the position of Valley Heights Christian Academy.