

10212 E. 9th Ave.

SPOKANE, WA 99206

509-924-9131

[www.valleychristianschool.org](http://www.valleychristianschool.org)

ADMINISTRATIVE PERSONNEL APPLICATION

Your interest in Valley Christian School is appreciated. We invite you to fill out this application and return it to our school office. We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really 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 Valley Christian. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### Applicant’s Name and Address

# Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date available: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Present address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_Zip:\_\_\_\_\_

Length of time at this address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address and phone number is different than present address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_Zip:\_\_\_\_\_

Phone: Day (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evening: (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to call you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* On the reverse side please list any additional addresses where you have resided at any time during the past five years.

### List the position you are applying for:

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

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### Christian Background

* In your own handwriting on a separate paper briefly give your Christian testimony.

**Bible:** 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 \_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Christian Living/Role Model:**

As an administrator at Valley Christian School I agree I live a life that is honoring to God and will

not be a stumbling block to my students, avoiding substance abuse, tobacco, cannabis and profane

language. As a follower of Christ, I am not engaging in and commit to not engage in inappropriate

sexual conduct. Inappropriate includes, but is not limited to, such behaviors as the following:

heterosexual activity outside of marriage, homosexual or lesbian sexual activity, sexual

harassment, sexual abuse or improprieties toward minors as defined by Scripture and federal or

state law.

All employees of Valley Christian School must demonstrate a consistent role modeling of biblical

morality and family living.

I can agree to the Christian Living/Role Model expectations as an administrator at Valley Christian

School.

Signature: Click or tap here to enter text.

**Statement of Faith:** Please carefully read our Statement of Faith and indicate below your degree of support.

We believe that the Bible is the inspired, infallible, inerrant Word of God and is the only rule for faith and practice.

We believe in one God who exists in three persons: The Father, Son and the Holy Spirit and that these three are co-equal, co-eternal and co-essential.

We believe that Jesus Christ is God incarnate, born of a virgin, lived a sinless life, died on the cross for the sins of the world, buried and rose again. We believe that He is ascended and is seated at the Father's right hand where He now intercedes for all true believers.

We believe the Holy Spirit is come to convict the world of sin; that he comes to teach and guide believers into all truth; that He indwells every true believer in Christ; that He wants to fill, control and empower each believer for service; that all who believe in Christ are baptized by the Holy Spirit into the church, the body of Christ.

We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice. We believe that every person must be born again in order to be forgiven of his sin and saved from eternal separation from God.

We believe that salvation is by grace through faith apart from works and that this faith is personally to be in Christ's substitutionary death on our behalf.

We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.

We believe that the true church is one body composed of all believers, with Jesus Christ as head.

**A complete doctrinal statement is available upon request at the school office.**

\_\_\_\_\_\_ I fully support the statement as written without mental reservations.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_I support the statement except for the area(s) listed and explained below (or on separate paper) The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Church Service:** Denomination preference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

What church activities are you involved in, and with what degree of regularity?

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### Professional Qualifications

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| --- | --- | --- |
| Degrees | Date Received | Issuing Institution |
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### Job Qualifications:

List education, special training or experiences that would qualify you for the position you are applying for.

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### Employment History

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name & Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please provide others that would be relevant on a separate document.

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate why you believe God is leading you to apply for a position at VCS?

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### Personal References

You will need to complete the Reference Release Form at the end of this application. Do not list family members or relatives for references.

Give four references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Phone | Position |
| 1. (pastor) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. (friend) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3. (Former Employer) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4. (Former Employer) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Valley Christian School. I authorize Valley Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers and my oral review.

I authorize the release and giving of any information requested by Valley Christian School such as employment records, performance reviews and personal references whether such information is favorable or unfavorable to me.

I release any person, organization or company from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Valley Christian School.

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

Applicant’s Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_