

RESUME FORM

An existing resume can be used in place of this form if it contains:

1. Name, current address, phone numbers, email
2. Professional experience with dates of employment
 - a. Sequentially listed teaching experience that includes school name, grades/subjects, and dates
 - b. If there are gaps in your resume, please include an explanation in a cover letter or email to human resources, along with why you left the previous employers and if we could contact the employer as a reference
3. Educational experience, names of degrees (majors and minors) earned with date earned, issuing institution, GPAs, in-progress degrees
4. Any teaching certification/credential and courses in Bible/Religious Studies

How did you learn about the opening?	
Application Date:	Date Available:
Full Name:	
*Present Address:	
How long have you lived at the above address?	
Phone:	Alternative Phone:
Best time to call you?	VCS or Christian School alum?
Email:	

* Please attach a list of any additional addresses where you have resided at any time during the past five years if applicable. If your present address is not your permanent address, please also provide your permanent address.

Educational Background

Education History (include Bible education, and in-process degrees)

Institution	Degree Level (B.A., B.S., (include minors) Masters, Doctorate)	Degree Area	Area of Focus (if relevant)	Date Received	GPA

Teaching Certification (include in-process certifications)

Institution Issuing Certification	Certification Level	Endorsement (if relevant)	Date Received	Renewal Date

Courses in Christian Philosophy of Education (include in-process coursework)

Institution	Course	Description (if relevant)	Unit Total	Date Completed

Professional Experience

Sequentially list professional experience, listing all teaching experience, including coaching, tutoring, Sunday School teaching, conferences, or associations.

Dates of Employment:	
Employer/Institution:	
Institution's Location (city/state) and Supervisor Name:	
Title/Position:	
If a teaching role, list grades:	Subjects:
Any specific description of role:	
Reason for leaving?	
Can VCS contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment:	
Employer/Institution:	
Institution's Location (city/state) and Supervisor Name:	
Title/Position:	
If a teaching role, list grades:	Subjects:
Any specific description of role:	
Reason for leaving?	
Can VCS contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Employment:	
Employer/Institution:	
Institution's Location (city/state) and Supervisor Name:	
Title/Position:	
If a teaching role, list grades:	Subjects:
Any specific description of role:	
Reason for leaving?	
Can VCS contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Professional Experience Continued)

Dates of Employment :	
Employer/Institution:	
Institution's Location (city/state) and Supervisor Name:	
Title/Position:	
If a teaching role, list grades:	Subjects:
Any specific description of role:	
Reason for leaving?	
Can VCS contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates of Institution/Employment :	
Employer:	
Institution's Location (city/state) and Supervisor Name:	
Title/Position:	
If a teaching role, list grades:	Subjects:
Any specific description of role:	
Reason for leaving?	
Can VCS contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Conferences or associations:

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Any other educational or professional advantages that you have had:

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List your hobbies or personal interests.

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Add pages if additional space is needed