



VALLEY CHRISTIAN SCHOOLS™
Quest for Excellence

"Do it heartily as to the Lord." Col. 3:23

INITIAL
NON-INSTRUCTIONAL APPLICATION

Your interest in Valley Christian Schools is appreciated.
We invite you to fill out this initial application and return it to:

Diana Stieg, Director of Human Resources
100 Skyway Drive
San Jose, CA 95111
(408)513-2416
dstieg@vcs.net

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present Address _____

Phone: Days _____ Evenings _____

Best time to call you? _____ Email address _____

Position Desired: Please list the position for which you are applying _____

How did you learn about the position for which you are applying _____

B. CHRISTIAN BACKGROUND

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

Please carefully read the [VCS Philosophy of Christian Education](#), including our statement of faith, and indicate below your degree of support:

_____ I fully support the Philosophy of Christian Education and Statement of Faith as written without reservations.

Signature: _____

_____ I support the Philosophy of Christian Education and Statement of Faith ***except for the area(s) listed and explained on a separate paper.*** The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

B. CHRISTIAN BACKGROUND Continued

Where do you regularly attend worship? _____

For how many years? _____

To what extent should the Valley Christian Schools Staff Member be involved in Sunday and other weekday ministries of his/her congregation?

Describe your routine of personal Bible study and prayer.

What is your attitude toward working with those of differing beliefs?

C. PROFESSIONAL QUALIFICATIONS

Should you be offered a position, official copies of your college transcripts will be required.

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s) _____

Special Abilities: Please list any special abilities you may have which could contribute to your ability to execute the job for which you are applying:

Please list the software programs with which you are familiar and can use with proficiency:

Software Program	Years of Experience
_____	_____
_____	_____
_____	_____
_____	_____

Beyond your education listed above, please list any professional course work you have done related to technology.

E. 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. *Please note that no person will be contacted without your explicit consent.*

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Primary Duties _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Employer _____

Position _____ Dates of Employment _____

Address _____

Primary Duties _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Employer _____

Position _____ Dates of Employment _____

Address _____

Primary Duties _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

4. Employer _____

Position _____ Dates of Employment _____

Address _____

Primary Duties _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

F. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references. *References will not be contacted without your explicit consent.*

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

Name	Complete Address	Phone	Position
1.	_____	_____	_____

2.	_____	_____	_____

3.	_____	_____	_____

Give three qualified references who are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

Name	Complete Address	Phone	Position
1.	_____	_____	_____

2.	_____	_____	_____

3.	_____	_____	_____

Please summarize any additional information that you would like to present regarding your candidacy for this position.

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Valley Christian Schools does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Valley Christian Schools to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Valley Christian Schools, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of, or in any way related to, such investigation or disclosure.

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

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize Valley Christian Schools to conduct a criminal records check and a professional background investigation.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date

H. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as Staff Member of Valley Christian Schools. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment. I understand that no references will be contacted without my prior knowledge and consent.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment.

In addition, I hereby release Valley Christian Schools, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of, or in any way related to, such investigation or disclosure.

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

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

Applicant's Name (Print)

Applicant's Signature

Date

I. PERSONAL INFORMATION

Name: _____ Date: _____

Have you ever been convicted of a crime?

(A conviction is not an automatic bar to employment. Each case will be considered on its merits. Do not include any arrests that did not result in a conviction. Do not include any convictions for which the record has been judicially ordered sealed, expunged or statutorily eradicated. Do not include any misdemeanor conviction for which probation has been successfully completed and the case has been judicially dismissed under Penal Code Section 1203.4. Do not include any arrest for which a pretrial diversion program has been successfully completed under Penal Code Sections 1000.5 and 1001.5. Do not include a conviction for the use of marijuana if that conviction was more than two years ago.)

Yes _____ No _____

If yes, please briefly explain and state the charge, the court, the date and the disposition of the case:

If yes, was the crime a felony or misdemeanor?

Felony _____ Misdemeanor _____

If yes, did you serve any time in jail or prison? Yes _____ No _____

If yes, please state when, where and how long:

Are you currently out on bail or on personal recognizance pending trial?

Yes _____ No _____

If yes, please explain and give dates: