

# Application for Employment

Valley Christian Academy, 1037 East Boulevard, Aurora, OH 44202

330-562-8191 [www.valleychristian.com](http://www.valleychristian.com)

Thank you for your interest in employment with Valley Christian Academy. Please fill out the **appropriate** sections of this application in their entirety.



Position(s) you are applying for: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of work desired:  Full-time  Part-time  Substitute

## SECTION I: All Applicants

### YOUR CURRENT PERSONAL INFORMATION:

*Please write legibly.*

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

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City ST Zip

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Date available to begin: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

### YOUR EDUCATIONAL HISTORY:

School	Name and Location	Course of Study	Graduate?	Degree/Diploma
High School			Yes No	
College/University			Yes No	
Graduate School			Yes No	
Certifications			Yes No	
Other			Yes No	

### YOUR PERSONAL REFERENCES:

*Please list three **personal** references who are neither previous employers nor relatives.*

Full Name	Full Address	Phone	Relationship

### YOUR JOB RELATED EXPERIENCE in light of the VCA position you desire:

*Valuable job related experience can be gained in other ways than being an employee. Volunteerism, or working at a civic organization or church can also be valuable. Please list and describe any paid or unpaid activities, honors, experiences or training which may not be listed elsewhere in this application.*

**GENERAL INFORMATION:**

1. Do you have any relatives employed at VCA?  Yes  No If so, please list: \_\_\_\_\_
2. Please list the other names used in employment listed in this application: \_\_\_\_\_
3. Have you ever applied for a job at VCA in the past?  Yes  No If yes, please give the approximate date and the position for which you applied. Give your name at that time, if different from your present name. \_\_\_\_\_
4. Have you ever been convicted of a felony?  Yes  No If yes, please explain.  
\_\_\_\_\_
5. What church (in what city) do you currently attend? \_\_\_\_\_
6. Are you a member?  Yes  No How often do you attend? \_\_\_\_\_
7. In what church activities are you involved and with what regularity?  
\_\_\_\_\_  
\_\_\_\_\_
8. What other types of Christian service have you done since becoming a Christian?  
\_\_\_\_\_  
\_\_\_\_\_
9. How did you learn of the opening for which you are applying? \_\_\_\_\_

**ALL APPLICANTS, please attach a separate sheet of paper answering the following questions:**

1. Please give a brief but complete statement of your personal faith in Jesus Christ.
2. What do you do to grow spiritually?
3. Why do you desire to be employed at Valley Christian Academy?

**SECTION II: FACULTY APPLICANTS ONLY**

**CERTIFICATION/LICENSURE:**

Educational certificates, licenses, specialties, or endorsements held:

Description	State / Dates	Active or Inactive

**YOUR EDUCATIONAL EXPERIENCE:**

Please list ALL teaching experiences, most recent first; include student teaching. Use an additional sheet if necessary. Put a ★ beside anyone you would prefer we not contact.

School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Phone number	Other notable responsibilities
School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Phone number	Other notable responsibilities
School / Employer	Supervisor	Employment Dates
Address	Grades / Subjects taught (if applicable)	Reason for leaving
City, ST Zip	Phone number	Other notable responsibilities

Do you have a current Ohio Teaching License?  Yes  No If yes, please attach a copy.

If no, have you ever had an Ohio Teaching License?  Yes  No

Do you have a current Association of Christian Schools International certificate?  Yes  No

Please list any areas of school life (i.e. drama, athletics, music, technology, etc.) in which you have personal interest in being involved in at VCA outside the classroom. Please indicate any amount of experience in the area(s).

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Please list any other related and valuable experiences which you feel strengthen your application.

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Are you currently under contract by a school?  Yes  No Expiration Date: \_\_\_\_\_

Have you ever been discharged or did not have a contract renewed?  Yes  No If yes, please explain.

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**Faculty applicants, please answer the following question in addition to the ones listed in Section I:**

4. How will you teach differently in a Christian school than in a public school?

## SECTION III: STAFF APPLICANTS ONLY

**YOUR EMPLOYMENT HISTORY:**

Please list most recent first.

Put a ★ beside anyone you would prefer we not contact.

Company Name	Phone
Full Address	Employed from _____ to _____

Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	
Company Name	Phone
Full Address	Employed from _____ to _____
Supervisor	Reason for leaving
Job title/description of your work	

Please describe your skills in light of the position for which you are applying (typing, phone, computer, etc.)

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## SECTION IV: ALL APPLICANTS

initials I authorize VCA to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate my work records and evaluations, my educational preparation, and other matters related to my suitability.

**Our Statement of Faith**

- I believe that the Bible is the inspired and only infallible and authoritative Word of God.
- I believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- I believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right-hand of the Father, in His personal bodily return to this earth in power and glory.
- I believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- I believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.
- I believe the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life.
- I believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Mark one:

- initials
- I fully support the Statement as written without mental reservations.  
 I support the Statement 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.

initials 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

initials I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

initials

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 the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

initials

I understand that neither this application nor any offer of employment which results, creates or is intended to create a contract of employment. I understand that, if hired, my employment is for no definite period of time and may be terminated at any time, with or without cause and with or without notice.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Valley 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.

**Please attach any additional paperwork such as a resume or letters of recommendation and send to:**

Mr. Dale Moncrief, Administrator  
c/o Valley Christian Academy  
1037 East Boulevard, Aurora, OH 44202



Dear Applicant,

Thank you for your interest in working at Valley Christian Academy. We are a K-8 Christian school who is fully committed to developing a solid Biblical worldview in our students through strong academics in the context of caring relationships. We believe that every employee, whether faculty, staff or administration, is called to walk a life that honors God in every way, especially when we do so as living examples before the students.

I hope that you have taken some time to read through our website. You'll find information about many aspects of the school there. Our Parent-Student Handbook, available on the Resource Page, will also provide insights into our expectations at VCA.

Our desire is to be a school where the atmosphere is a warm and caring one, where standards are high and camaraderie and support is even higher. In a society in which God is not honored and self-centeredness often rules, we want to be an organization that is different- that stands strongly for the moral guidelines in God's word, that encourages self-discipline and critical thinking, and that works together at being an effective team that God can use in the life of our students and parents!

We take our hiring very seriously because God calls each one of us to be disciples and to disciple others in light of His word. Everyone, no matter their role, who works at VCA works to do this effectively. Please take the time to avail yourself of our information and ask any questions. The first step to getting the hiring process started is to complete the application and send it with the supporting documentation to the school.

Serving Christ at School,

A handwritten signature in black ink that reads "Dale Moncrief".

Dale Moncrief, Administrator

[DMoncrief@valleychristian.com](mailto:DMoncrief@valleychristian.com)

330-562-8191 x305



VCA is accredited by the  
Association of Christian  
Schools International



### **Our Mission:**

Valley Christian Academy builds a godly foundation in our students through Christ-centered education in cooperation with the Christian home and church so that our students know, love, and obey Jesus Christ.

### **Our Vision:**

Valley Christian Academy will

- provide excellence in academic training rooted in biblical principles and values
- encourage students to reach their fullest potential by maintaining a healthy spiritual, physical, social, and emotional life
- provide the needed facilities, equipment, and technology necessary for carrying out the academic and extra-curricular programs

### **Our Purpose Statement:**

Valley Christian Academy exists as an extension of the Christian home and of the church to fulfill God's commands to raise children "in the nurture and admonition of the Lord" (Ephesians 6:4), and to teach His words "diligently unto our children" (Deuteronomy 6:5-7). Our foundation rests upon acknowledging Jesus Christ as Lord and Savior, and the Bible as the Word of God-- the final authority in truth and practice. We strive to help each child grow spiritually, mentally, physically, and socially through the dedication of teachers, administrators, and staff who love the Lord and desire to serve Him through the educational process. We rely on parents to help us through their prayer, their cooperation, and their active involvement in the life of this school.

### **Our School Verse**

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint. Isaiah 40:31

### **Statement of Faith**

1. The Bible is the inspired and only infallible and authoritative Word of God.
2. There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal bodily return to this earth in power and glory.
4. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
5. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. We believe in the sanctifying power of the Holy Spirit, whose indwelling in the Christian enables him to live a holy life. We are not perfect at this time, but are set apart as children of God.
7. We believe in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.

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## OUR CORE VALUES:

### EXCELLENCE

We believe that God has called us to give our best effort in everything we do. Excellence does not mean a state of perfection, but that we continually reflect, evaluate, and strive to give a well-informed, whole-hearted effort. We must be teachable, always working at bettering ourselves.

*“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” II Timothy 2:15*

### ACADEMIC QUALITY

Learning is a school’s highest priority. This includes not only the transfer of information, but developing the skills necessary to effectively utilize information and apply it in practical ways.

*“Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ.” Ephesians 4:14-15*

### GOD-HONORING, CHRIST-CENTERED, SPIRIT-LED

Valley Christian Academy exists to glorify God by providing a complete school experience where Christ is the centerpoint of all we do.

*“...whatever you do, do it all for the glory of God.” I Corinthians 10:31*

### LEADERSHIP

Those in charge of providing for and training others are leaders. Throughout all levels of the leadership team, including the board, administration, faculty, staff, and volunteers, the character of Christ must be the guiding example in caring for and developing others toward their potential.

*“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19-20a*

### ENRICHING ENVIRONMENT

A Christian school should be a very special, caring community. VCA partners with parents and works as an extension of the Christian home to help lay a godly foundation and train children in godly ways.

*“Dear children, let us not love with words or tongue, but with actions and in truth.” I John 3:18*

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11*

### SERVING OTHERS

Everyone at VCA is called to serve others. This requires that we give selflessly so that others benefit from our efforts. There can be no hidden agendas or focus on selfish gains. Serving others develops character which pleases God.

*“The Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Matthew 20:28*