



**VERDE CHRISTIAN
ACADEMY**

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A MINISTRY OF VERDE COMMUNITY CHURCH

Dr. Justin Hartman, School Administrator

Staff Application

CHRISTIAN EDUCATION FOR STUDENTS PRESCHOOL THROUGH 12TH GRADE

APPLICATION FOR EMPLOYMENT

Your interest in Verde Christian Academy is appreciated. We invite you to complete the following application and return it to the school office as soon as possible. If an opening occurs for which it appears you are qualified, a personal interview will be arranged.

Thank you,

Justin Hartman
VCA Administrator

Date _____

Last

First

Middle

How did you hear about VCA?

- ☐ Website/newspaper _____
- ☐ Family/Friend Name _____
- ☐ Other _____

An application for employment is considered complete with the submission of the following:

- Letter of interest
- Current Resume
- Biography & Testimony
- Completed Application

Phone:
928.634.8113

E-mail:
Info@myvcacademy.com

Web:
www.myvcacademy.com

VCA is an Equal Opportunity employer. We do not, and will not, discriminate against any qualified applicant on the basis of race, sex, age, national origin, disability or any other status protected by federal, state or local laws unless a particular status protected by federal, state, or local laws contradicts the deeply held religious convictions of Verde Christian Academy.



PERSONAL INFORMATION AND CHRISTIAN EXPERIENCE

PERSONAL INFORMATION

Date of Birth _____ Social Security Number _____

Mailing Address _____

Physical Address _____
Street Number City State Zip

Cell Phone () _____ Home Phone () _____

E-mail _____

FAMILY INFORMATION

Marital Status: ☐ Married ☐ Single ☐ Widowed ☐ Divorced

Children

Name	Age	School

CHURCH / FAITH INFORMATION

How long have you been a Christian? _____

Of what church are you a member? _____

To what capacity are you involved at your church? _____

Please give your definition of a Christian. _____

Why are you interested in working in a Christian school? _____

What do you believe is the unique function of the Christian elementary school program? _____



SELECTIVE REGISTRATION/IMMUNIZATION/RECORD

SELECTIVE SERVICE REGISTRATION

(In compliance with Arizona HB 2193)

Are you required to register with the Selective Service System? ☐ Yes ☐ No

If yes, please state the place of registration indicating the following:

City _____ State _____ Local Board Number _____

Selective Service Number _____

IMMUNIZATION RECORD

Arizona State Department of Health Services regulations require an immunization record for each school employee. It shall be a condition of employment that the employee provide the administrator with proof of immunization for Rubella and Rubeola unless the employee falls within one of the following exceptions:

☐ Born prior to January 1, 1942. If so, you are exempt from this requirement.

☐ Born after January 1, 1942, but prior to January 1, 1957. If so, you must provide documentation of Rubella (German Measles) immunity.

☐ Born on or after January 1, 1957. If so, you must provide documentation of Measles (Rubeola) immunity and Rubella (German Measles) immunity.

PHYSICAL RECORD

Are you in good health? ☐ Yes ☐ No

Do you have any disabilities or chronic health problems? ☐ Yes ☐ No

If yes, please explain: _____

Please check which of the following you have problems with: ☐ Hearing ☐ Vision ☐ Speech ☐ None

In case of emergency, please contact:

Name _____
Last First Middle

Address _____
Street Number City State Zip

Cell Phone () Alternate Phone ()



POLICY/STATEMENT OF FAITH

POLICY AND UNDERSTANDING

I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal or, if employed, termination from employment. It is my understanding that the Verde Christian Academy will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interview. I authorize such investigation and the giving and receiving of any information requested, and I release from liability any person giving or receiving any such information.

I understand that falsification of data or giving of other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I further understand that this is an application for employment and that no employment contract is being offered or implied.

Signature

Date

STATEMENT OF FAITH

The following is the Statement of Faith of Verde Christian Academy. If it is the statement of your basic Christian convictions also, please indicate this by your signature. If at any point you disagree, please state your viewpoint. (Use an additional sheet of paper if necessary.)

STATEMENT OF FAITH

1. We believe the Bible is the inspired, infallible and authoritative Word of God
2. We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in: the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His ascension into heaven to sit at the right hand of the Father and His personal and visible return in power and glory.
4. We believe the salvation is entirely by the grace of God through faith in the substitutionary death and resurrection of Jesus Christ, His Son.
5. We believe that regeneration by the Holy Spirit is necessary for the salvation of lost and sinful men.
6. We believe in the present ministry of the Holy Spirit by whose grace and indwelling the Christian is enabled to live a Godly life.
7. We believe in Heaven and Hell; that Heaven is a place of eternal life and bliss with our Savior, the Lord Jesus Christ, and that Hell is a place of eternal death and separation from God for those who have rejected His Son
8. We believe that marriage is an institution designed by God for one man and one woman. We believe that all sexual activity occurs only within this design.
9. We believe in the spiritual unity of all believers in the Lord Jesus Christ, all of whom are joined in His body, the Church.

DOCTRINAL STATEMENT

Signature

Date

On a separate sheet of paper write about your conversion experience and attach it to this document.



EXPERIENCE

PROFESSIONAL EXPERIENCE

Please list last 10 years of employment starting with the most recent. (Use additional paper if necessary)

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____

Name of Company _____ Phone (____) _____

Address _____ City, State, Zip _____

Dates: From/To _____ Reason for Leaving _____



REFERENCES

REFERENCES

Please give names and complete addresses of people, not related to you, who are familiar with your personality, character, and work performance.

PASTOR REFERENCE

Name _____ Church _____

Phone (_____) _____ E-mail _____

Address _____ Years Known _____
Street Number City State Zip

PERSONAL REFERENCE

Name _____ Business _____

Phone (_____) _____ E-mail _____

Address _____ Years Known _____
Street Number City State Zip

PROFESSIONAL REFERENCE

Name _____ Business _____

Phone (_____) _____ E-mail _____

Address _____ Years Known _____
Street Number City State Zip

Name _____ Business _____

Phone (_____) _____ E-mail _____

Address _____ Years Known _____
Street Number City State Zip

Name _____ Business _____

Phone (_____) _____ E-mail _____

Address _____ Years Known _____
Street Number City State Zip



CRIMINAL HISTORY/CONVICTION REPORT

AUTHORIZATION FOR CRIMINAL HISTORY VERIFICATION

Because of the tremendous responsibility Verde Christian Academy has to its school children, families, and community, the following information is needed from all applicants and employees regarding convictions.* A record of conviction may not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for consideration of dismissal if already employed. Applicants and employees must report any convictions that occur after the time they initially completed this form. Questions regarding this information should be directed to the administrator.

Please read carefully and answer every question. Please type or print clearly.

Name _____ Social Security Number _____
Last First Middle

- | | | |
|--|---------------------------|--------------------------|
| 1. Have you ever been convicted of a minor offense other than a traffic violation? | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Have you ever been convicted of a felony? | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Have you ever been convicted of a sex related offense? | <input type="radio"/> Yes | <input type="radio"/> No |
| 4. Have you ever been convicted of a drug related offense? | <input type="radio"/> Yes | <input type="radio"/> No |
| 5. Have you ever been convicted of a dangerous crime against children as defined in ARS 13.604.01**? | <input type="radio"/> Yes | <input type="radio"/> No |

If you answered yes to any of these questions, please fill in the information below and attach a letter of explanation.

CONVICTION REPORT

Conviction Charge _____ Date of Conviction _____

Court of Conviction _____ City / State _____

Amount of Fine \$ _____ Length of Jail Term _____ Length/Terms of Probation _____

Remarks: _____

*Conviction means the final judgment on a verdict of a finding of guilty, or a plea of nolo contendere. In any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

**ARS 13.604.01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this form is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be received by all agents of the Verde Christian Academy. I authorize Verde Christian Academy to make reference checks prior to employment and I will execute such document to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

Printed name of Applicant

Signature of Applicant

Date