



**Valley
Presbyterian
School**

9240 Haskell Avenue
North Hills, California 91343
Tel: (818) 894-3674 Fax: (818) 893-3754
www.vpschool.org

APPLICATION FOR EMPLOYMENT

(Please Print)

POSITION(s) APPLIED FOR: _____ Part Time Full Time

DATE OF APPLICATION: _____ **DATE AVAILABLE:** _____

Date Applied

Your interest in Valley Presbyterian School is appreciated. We realize that a major key to a successful Christian School is its staff. Our goal is to provide a highly qualified and professional staff whose desire is to love and instruct children as Christian role models. (Luke 6:40)

We invite you to fill out this initial application and return it to our school office via e-mail, fax, or in person. If an opening occurs for which it appears you might qualify, we may contact your references after a review of your resume and your application, if there is a continued interest in your candidacy, we will arrange for a personal interview.

Thank you for your interest in the ministry of Valley Presbyterian School. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS:

Position:

FULL NAME: Miss Mrs. Mr. _____

PRESENT ADDRESS _____
Street City Zip

PHONE: DAY _____ **EVENINGS:** _____

SOCIAL SECURITY # _____

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

During the last 7 years, have you been convicted of a felony or misdemeanor or have you been incarcerated, on probation or on parole? Include D.U.I. Yes No

If yes, please explain below. Exclude information regarding (1) convictions for which the record has been judicially expunged, sealed or eradicated; (2) marijuana convictions in violation of California Health and Safety Code as they relate to marijuana convictions which are more than two years old; and (3) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed. Judicially dismissed requires a judgment disposing the matter. _____

Applicant's Name:

Have you worked under another name at any time during the last 10 years? Yes No

If Yes, list full name(s) _____

B. FINANCES:

What is/was your most recent annual salary? _____

What salary are you expecting with this position? _____

C. CHRISTIAN BACKGROUND:

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 _____

Statement of Faith

Write a statement explaining your relationship with Christ and its on-going effect on your life, _____

Church Service

Denominational preference? _____

What is your local Church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian?

Devotional Life

Describe your routine of personal Bible study and prayer. _____

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATION:

EDUCATION

	High School	Vocational Training	College/University	Graduate/Professional
School Name				
Years	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Completed/Degree	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Diploma/Degree Yes <input type="checkbox"/> No <input type="checkbox"/>				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra- Curricular Activities				

Teaching Credentials/Certifications Earned. Dates Earned:

Certifications: (CPR, First Aid, Etc.) Dates Earned:

State any additional information you feel may be helpful to us in considering your application.

E. EMPLOYMENT HISTORY:

Please complete *in full* even if already included in your resume. If necessary, you may make copies of this page or following the same format, use the reverse side.

CURRENT OR LAST POSITION	DATES EMPLOYED
	EMPLOYER: _____ FROM: _____ TO: _____
	ADDRESS: _____
	PHONE NUMBER: _____
	JOB TITLE: _____ SUPERVISOR: _____
	HOURLY RATE/SALARY: STARTING: _____ FINAL: _____
	WORK PERFORMED: _____
	REASON FOR LEAVING: _____

NEXT PRIOR POSITION	DATES EMPLOYED
	EMPLOYER: _____ FROM: _____ TO: _____
	ADDRESS: _____
	PHONE NUMBER: _____
	JOB TITLE: _____ SUPERVISOR: _____
	HOURLY RATE/SALARY: STARTING: _____ FINAL: _____
	WORK PERFORMED: _____
	REASON FOR LEAVING: _____

NEXT PRIOR POSITION	DATES EMPLOYED
	EMPLOYER: _____ FROM: _____ TO: _____
	ADDRESS: _____
	PHONE NUMBER: _____
	JOB TITLE: _____ SUPERVISOR: _____
	HOURLY RATE/SALARY: STARTING: _____ FINAL: _____
	WORK PERFORMED: _____
	REASON FOR LEAVING: _____

F. REFERENCES:

Give name, address and telephone numbers of three references who are not related to you and are not previous employers.

1. Name _____ Telephone: _____

Address: _____

Nature & Years of Acquaintance: _____

2. Name _____ Telephone: _____

Address: _____

Nature & Years of Acquaintance: _____

3. Name _____ Telephone: _____

Address: _____

Nature & Years of Acquaintance: _____

G. OTHER INFORMATION:

Do you have any special talents or abilities? If so, please list: _____

List your hobbies or recreational interests: _____

H. APPLICANT'S CERTIFICATION AND AGREEMENT:

I understand that Valley Presbyterian School 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 Presbyterian School to thoroughly investigate references, work records, evaluation, 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 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 Presbyterian School.

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 Presbyterian School to conduct a criminal records check.

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 do understand the above statements.

Signature of Applicant

Date