

STAFF APPLICATION FORM

Valley Christian School
2526 Sunset Lane
Missoula, Mt 59804
(406) 549-0482

Specific Staff Vacancy Applied For

(Last Name)	(First Name)	(Middle Name)
Present Address		
Street	City	State/Zip
Phone		
Permanent Address		
Street	City	State/Zip
Phone		
Date this application was submitted by you to the Office		

BEFORE A CANDIDATE CAN BE CONSIDERED FOR EMPLOYMENT, THE FOLLOWING REQUIREMENTS MUST BE MET:

1. A letter of application expressing your interest in a specific vacancy.
2. A properly completed and signed Valley Christian School Application form.
3. Copies of transcripts of all college or university credit to date if requested.
4. A professional resume which includes the candidate's academic preparation; experience and other qualifications which specifically relate to the current School vacancy.

Candidates who apply for more than one school vacancy must submit photocopied sets of application materials which specifically reference the academic preparation, experience and other qualifications for additional school vacancies.

- Finalist's candidates will be contacted by the office to schedule interviews.
- All application materials submitted by candidates become the property of Valley Christian School.

TRANSCRIPTS

It is the candidate's responsibility to request your college or university to provide us with up-to-date transcripts. Official transcripts of all college work must be furnished at the time an offer is made; unofficial copies will suffice for application purposes.

CERTIFICATION

Communicate with the Director of Certification, State Department of Public Instruction, Helena, Montana 59620, regarding your eligibility for a Montana certificate. Furnish information to this office regarding certification as soon as you receive it from the State Department. Valley Christian School does not assume any responsibility for your certification. As the recipient of a new Montana teaching certificate, you must comply with Section 20-4-202, Montana Code Annotated, which states in part "...If a teacher or specialist does not register her/his certificate with the county superintendent within sixty calendar days after s/he begins to perform his/her services, s/he shall not be eligible to receive any further compensation under her/his contract of employment until s/he has registered her/his certificate."

EMPLOYMENT CONDITIONS

Pursuant to ARM 16.28.1055, each School employee must provide verification that the employee has had a tuberculosis (TB) test. Verification must include date of the test, results of the test, and the signature of the person who conducted the test. It is the policy of the School Board to require verification of a TB test from any candidate chosen for employment prior to placing that person's name in front of the School Board for approval. Valley Christian School has a Tobacco Free Policy enforced in all Buildings.

MAINTENANCE OF CREDENTIALS SUBMITTED FOR EMPLOYMENT CONSIDERATION

State certification/license and areas of endorsement as indicated on the initial application are continuing School expectations while employed. If elected, the applicant agrees, while in the employ of Valley Christian School, to maintain all areas of endorsement they possess on the date of hire.

REFERENCES/PREVIOUS EXPERIENCE

I authorize investigation of all statements and matters contained in this application or which the School Board of Valley Christian School and/or their agents may deem relevant to my employment, and I authorize all my previous employers or persons having information concerning me or my record to report such information to Valley Christian School. I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

EQUAL OPPORTUNITY

All applicable state and federal statutes apply to Valley Christian School practices and procedures. Valley Christian School is an equal opportunity institution. It is the policy of this District not to discriminate in its programs and activities or in employment on the basis of race, color, age, sex, marital status, citizenship, national origin, physical handicap, veteran status, or any other unlawful basis.

VETERAN EMPLOYMENT PREFERENCE

The Veterans' Public Employment Act, Montana Code Annotated 39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Montana Code 39-29-102 provides the addition of 5% points or 10% points to an applicant's score when a numerically scored procedure is used. Applicants who are claiming Veteran Employment Preference must declare, in writing, at the time of application and provide a copy of discharge from military service under honorable conditions (DD214).

I understand that misrepresentation of information requested is cause for dismissal, and I affirm that the information provided in this application is complete.

Date

Signature of Applicant

PERSONAL QUESTIONS

Name _____
Address _____ SSN _____
Phone _____ Person to call in case of emergency _____ Phone _____
Married _____ Single _____ Divorced _____ Remarried _____
Number of children, ages, and grades _____
Church Affiliation or preference _____

1. Do you have the legal right to accept work in the United States? _____
2. Are you able with or without reasonable accommodations to perform the functions of the job for which you are applying? _____
3. Have you ever been released or discharged from employment or resigned to avoid such release or discharge? _____ If yes, please explain, include date of discharge or resignation and reason for discharge or resignation: _____

4. Please check yes or no for each of the following question:

Yes No
____ _

Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involves any form of violence such as assault, rape, child abuse, child molesting, extortion, blackmail, coercion or any crime which involves drugs?

____ _

Have you within the past seven (7) years served any portion of a criminal sentence or been convicted of any offense that involved embezzlement, fraud, robbery, extortion, blackmail, or coercion?

____ _
____ _

Have you ever had a certificate or license revoked or suspended?

Are any criminal charges or proceedings pending against you?

If you answered yes to any of the above questions please describe in full on a separate sheet and attach that explanation to this application. (Answering yes to any of the above questions is not an automatic bar to employment. All circumstances will be considered.)

5. Education

High School _____ Year Completed _____
College/University _____ Degree Completed _____
College/University _____ Degree Completed _____

6. Please comment on the Lord's leading in your life toward working at a Christian school.

7. State briefly your personal relationship with God: _____

EXPERIENCE

Describe in chronological order other paid or unpaid practical experiences relevant to the position for which you are applying. Do not list student teaching. Begin with the most recent experience.

Location /Supervisor	Dates	Description of Experience

Please indicate areas where you are qualified and desire to direct or have participation experience:

<input type="checkbox"/> Annual	<input type="checkbox"/> Computers	<input type="checkbox"/> Drama	<input type="checkbox"/> Tennis	<input type="checkbox"/> Vocal Music
<input type="checkbox"/> Band	<input type="checkbox"/> Cross Country	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Track	<input type="checkbox"/> Other:
<input type="checkbox"/> Basketball	<input type="checkbox"/> Debate/Speech	<input type="checkbox"/> Soccer	<input type="checkbox"/> Volleyball	

QUESTIONS FOR COACHING APPLICANTS

1. Which activities do you prefer to coach or supervise? Please list all that apply.

2. What current certifications do you hold?

<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> MHSA Coaching
<input type="checkbox"/> Sports Safety	<input type="checkbox"/> Water Safety	Other <input type="text"/>

3. What specific events did you participate in while in high school or college (e.g. track, basketball, drama, ect.)

<input type="text"/>	Years: <input type="text"/>
<input type="text"/>	Years: <input type="text"/>
<input type="text"/>	Years: <input type="text"/>
<input type="text"/>	Years: <input type="text"/>

4. What coaching experience do you have? Please include School, Sport, and dates.

5. What training have you had in the care and prevention of injuries?

6. Are you available to coach after school (approximately 3p.m. on)? _____

Are you available on Saturdays? _____

Are you available to travel out of town events? _____

7. What personal skills and abilities do you have working with K-12 student athletes?

8. What coaching clinics, seminars or workshops have you attended or instructed?

9. What education classes have you taken to help you become a more successful coach?

10. Please write your philosophy of coaching (attach additional pages as necessary):

Your completed application folder will be placed on active status in the Administration Office for one year from the date of your application and will be considered each time you write to express your interest in an announced vacancy. After two years, an applicant not offered employment should contact this office to renew application if employment is still desired.

Employee Lifestyle Statement

Valley Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Valley Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Valley Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Valley Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Valley Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

My signature below indicates that I agree with, comply with, and support the Employee Lifestyle Statement of Valley Christian School, Missoula, Montana.

Employee/Volunteer’s signature

Date

Administrator’s signature

Date

Declaration of Moral Integrity

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Valley Christian School.

Employee/Volunteer's signature

Date

Administrator's signature

Date

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of [the organization] as the local Body of Christ, and to provide a biblical role model to the Valley Christian School members and the community, it is imperative that all persons employed by Valley Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Valley Christian School.

My signature below indicates that I agree with and support the Statement on Marriage, Gender, and Sexuality of Valley Christian School, Missoula, Montana.

Employee/Volunteer's signature

Date

Administrator's signature

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4)

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, and authoritative, Word of God.
2. We believe that there is one God, eternally existent in three persons; Father, Son, and 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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Valley Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Valley Christian School's final interpretive authority on the Bible's meaning and application.

My signature below indicates that I agree with and support the Statement of Faith of Valley Christian School, Missoula, Montana.

Employee/Volunteer's signature

Date

Administrator's signature

Date

Background Investigation Consent Form VCS Employee and Volunteer

Since I will be working with children as an employee or volunteer, I hereby authorize VALLEY CHRISTIAN SCHOOL, and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for working with children.

I release VALLEY CHRISTIAN SCHOOL and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Applicant/Employee/Volunteer Full Name – PLEASE PRINT

First _____

Middle _____

Last _____

Applicant/Employee/Volunteer Address

Street Address (No P.O. Box) _____

City _____ State _____ Zip _____

Best contact phone number _____

Employee/Volunteer's signature _____

Date _____

Social Security Number _____

* Date of Birth * _____

* NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. VALLEY CHRISTIAN SCHOOL is an Equal Opportunity Employer, and does not discriminate on Sex, Race, Age (40 and over), Handicap, or National Origin

Confidentiality and Ethics Statement

VCS Employees and Volunteer

Respect

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

Loyalty

At VCS we believe that a healthy vibrant discourse is invaluable to any organization. As a Christian community we strive to resolve all issues according to biblical principles and believe that we should always work internally towards resolution and/or reconciliation. Engaging people outside the VCS community in a negative and/or negative destructive conversation regarding VCS is inappropriate and harmful to the reputation and success of VCS. Any serious issues should be brought instead to the attention of the Head of School or a member of the Board of Directors. If in doubt regarding any issue, seek advice from either of these sources.

Confidentiality

Many staff and faculty members handle proprietary, private and/or confidential information concerning VCS business, colleagues, students, families, alumni, donors and others associated with VCS. This material may include (but is not limited to) payroll figures, employee data, donor files, student records, family records or VCS Financial information. Some of this information may be classified as confidential by state and/or federal law.

It is the responsibility of all VCS employees and staff to respect the highest level of privacy and confidentiality for their colleagues and other members of the VCS community. Disclosure and discussion of confidential information obtained from school or departmental records, either during or after employment with Valley Christian School, is impermissible unless such disclosure is a normal requirement of an employee's position and has been so authorized.

Below is a statement regarding your responsibility for maintaining confidentiality.

As an employee of Valley Christian School, I understand that some of my work will involve access to information and records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of colleagues, students, families, alumni, donors and VCS records, to follow office procedures in order to protect confidentiality, and to act in a professional manner, both internally and to the public, whether in person, in writing or over the phone.

I further understand that if I am found acting indiscreetly with confidential material or not protecting the confidentiality or privacy of a colleague, student, alumni, donor, family or others through my actions, *I will face disciplinary action which may include termination*. I understand this action may be necessary in order to maintain the high professional standards of Valley Christian School.

Employee/Volunteer's signature: _____

Printed Name: _____

Date: _____