

# Faculty Application

Please type or print the following information. All answers should be as complete as possible.  
Responses will be held in confidence.

**Position Applying For:** \_\_\_\_\_ [ ] Full Time [ ] Part Time

**A. PERSONAL INFORMATION**

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

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**B. EMPLOYMENT HISTORY - Please list three employers.**

1. \_\_\_\_\_  
**Current (or Most Recent) Employer**

Position \_\_\_\_\_

Address \_\_\_\_\_

Annual Salary \_\_\_\_\_

Reason Left \_\_\_\_\_

Dates of Employment \_\_\_\_\_

2. \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Annual Salary \_\_\_\_\_

Reason Left \_\_\_\_\_

Dates of Employment \_\_\_\_\_

3. \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Annual Salary \_\_\_\_\_

Reason Left \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**C. HEALTH INFORMATION:** Can you do the essential functions of this job with or without reasonable accommodation? \_\_\_\_\_

## D. ACADEMIC INFORMATION: [Attach Additional Pages as Needed]

1. \_\_\_\_\_  
Highest Degree Held \_\_\_\_\_ Concentration Area \_\_\_\_\_ Date Awarded \_\_\_\_\_

## 2. List All Postsecondary Institutions Attended

Institution	Major	Minor	GPA	Number Credits	Degree Earned

3. Did you complete a supervised teaching component (of at least one semester) as part of your training? ( ) Yes ( ) No

4. Give name of school, grade(s) taught, and date:

\_\_\_\_\_

\_\_\_\_\_

5. Do you hold a current teaching certificate? [ ] Yes [ ] No Expiration Date: \_\_\_\_\_

6. Name of certificate: \_\_\_\_\_

7. Concentration Area/Endorsements: \_\_\_\_\_

8. Describe any special courses/training received in Christian education:

\_\_\_\_\_

\_\_\_\_\_

9. Special certificates/licenses: \_\_\_\_\_

10. Describe any special honors received, articles or books published, offices held, etc.:

\_\_\_\_\_

\_\_\_\_\_

11. What are your future educational goals? \_\_\_\_\_

12. Would you be willing to take additional college courses or pursue an advanced degree?

[ ] Yes [ ] No

13. Sequentially list your teaching experience with the most recent first.

School Name	Grades or Subjects	Dates

14. To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, ABeka, Bob Jones, Saxon Math, Open Court Reading, etc.)?

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15. Curriculum preferences?

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16. List any other educational advantages that you have had including opportunities for travel.

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17. Describe how teacher evaluation has been helpful to you.

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**E. TEACHING CREDENTIALS**

1. Do you have a state teaching certificate? [ ] Yes [ ] No / State: \_\_\_\_\_

What Kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

2. Endorsement(s)? List semester hours in endorsement area(s).

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3. If you do not hold a certificate, what requirements do you lack?

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**F. CHRISTIAN SCHOOL INFORMATION**

1. List any courses taken in Christian Philosophy of Education, dates, and where taken?

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2. If not, would you be willing to take a reading program or correspondence course on this topic?

[ ] Yes [ ] No

3. Have you had other coursed giving specific training for Christian day schools? [ ] Yes [ ] No

4. What do you consider to be the distinctive characteristics of the Christian day school?

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5. How does this differ from public or non-Christian schools?

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6. Please describe your view of student discipline as it would apply to the Christian school.

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7. Please comment on the Lord's leading in your life toward the Christian day school.

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8. Please describe all past experience in Christian day schools.

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9. List any conferences or seminars in which you have led or participated in the past.

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**G. PLACEMENT INFORMATION**

1. Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, choices in the brackets. Then to the right please indicate the grade or subject in order of preference.

[    ] Kindergarten: \_\_\_\_\_

[    ] Elementary: \_\_\_\_\_

[    ] Junior High: \_\_\_\_\_

[    ] High School: \_\_\_\_\_

2. How did you learn about the position for which you are applying? \_\_\_\_\_

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels.) \_\_\_\_\_

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3. What would you like to be doing five years from now?

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**H. OTHER QUALIFICATIONS**

1. Describe any other courses or training completed that would relate to the position for which you are applying. \_\_\_\_\_  
\_\_\_\_\_

I. BACKGROUND: Have you ever been convicted of a felony or a misdemeanor? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

J. CHRISTIAN BACKGROUND

1. Church currently attending: \_\_\_\_\_

Denomination: \_\_\_\_\_

2. Are you presently a member in good standing? [ ] Yes [ ] No Number of years: \_\_\_\_\_

3. Have you accepted Jesus Christ as your personal Lord and Savior? [ ] Yes [ ] No

4. 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

5. What is God saying to you and doing in your life at the present time?

\_\_\_\_\_  
\_\_\_\_\_

6. Where does the "Great Commission" fit in with Christian school philosophy?

\_\_\_\_\_  
\_\_\_\_\_

7. What characteristics of Christ should be found in the classroom teacher?

\_\_\_\_\_  
\_\_\_\_\_

8. Who are you in Christ?

\_\_\_\_\_  
\_\_\_\_\_

9. In what church activities are you involved and what degree of regularity?

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

11. What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Are you capable of teaching a Bible Class? [ ] Yes [ ] No If yes, what would be your subject preferences? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which he/she is a member?

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14. Describe your routine of personal Bible study and prayer.

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

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**K. PERSONAL RESPONSE**

1. Attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.
2. Attach photocopies of any certificates held.
3. Attach a typed copy of your personal Philosophy of Christian Education.
4. In your own handwriting, on a separate piece of paper briefly give your Christian testimony.
5. Personal Philosophy: On separate paper label and succinctly answer in one or two paragraphs each of the questions below.
  - a. Why do you wish to teach in a Christian school?
  - b. What are the main characteristics that distinguish a Christian school from a public school?
  - c. What do you consider to be the proper classroom atmosphere for learning?
  - d. What is your philosophy of discipline, and your attitude toward physical punishment?
  - e. What areas do you feel are your strengths? Weaknesses?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position.
8. Carefully read and sign VLA's *Statement of Faith*, indicating your degree of support.

**L. PERSONAL REFERENCES:** You will need to request three individuals to complete the attached Reference Check forms. Do not ask family members or relatives for references.

- ❖ Two references from individuals who are qualified to speak of your spiritual experience and Christian service. Include your current pastor.
- ❖ One reference from an individual who is qualified to speak of your work ethic and Christian character. This needs to be a former employer.
- ❖ **Have forms mailed to:**

Victory Life Academy  
P.O. Box 1549  
Brownwood, TX 76804

## Statement of Faith

Victory Life Academy's Statement of Faith is based on the scriptures as the all-sufficient rule of faith and practice, which is the creed of the church and proceeds with the following authoritative basics in clear focus.

- ❖ We believe the Bible is the inspired, infallible, inerrant, and authoritative Word of God.
- ❖ We believe there is one God, Creator of Heaven and Earth, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- ❖ We believe that men are sinful in God's eyes and, therefore, need to be born again to be saved. There is an ever present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- ❖ We believe in the spiritual unity of believers in our Lord Jesus Christ and in the second coming of our Lord and Savior, Jesus Christ.
- ❖ We believe moral values are not determined by human expediency or intellectual precepts but by the determination and acceptance of the principles of the righteousness found in God's Holy Word - the Bible.
- ❖ We believe the church, the body of Christ, is God's chosen community and the fellowship of the redeemed.

**Applicant Response:** I have read this statement and:

- [ ] I fully support and agree to 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 disagreement or items for which I have not yet formed an opinion or conviction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Victory Life Academy  
901 CC Woodson Rd., Brownwood, TX  
325-641-2223

***Applicants Certification  
& Agreement***

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 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 Victory Life Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

Since I will be working with children, I understand that I may be required to 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 is necessary for such an investigation. I authorize Victory Life Academy to conduct a criminal records check.

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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



***Employer  
Reference Check***

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

Position Desired: \_\_\_\_\_

The individual listed above has applied to Victory Life Academy for the above listed position. This individual listed you as a professional reference. We would appreciate your completing this reference check. Serious consideration will be given to your comments. Your comments will be held in strictest confidence. Please mail the recommendation directly to Victory Life Academy.

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know him/her?
 

<input type="checkbox"/> By name/sight	<input type="checkbox"/> Fairly well - numerous personal contacts
<input type="checkbox"/> Casually - few personal contacts	<input type="checkbox"/> Very close, business/personal relationship
3. How do you rate this person in the following areas?

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
Christian Commitment					
Integrity/Honesty					
Social Adaptability					
Reliability					
Maturity					
Emotional Stability					
Judgment					
Empathy					
Personal Appearance					

4. What would you say are this individual's strong points?

\_\_\_\_\_

\_\_\_\_\_

5. How does this individual relate to other people?

\_\_\_\_\_

\_\_\_\_\_

6. Could you give an opinion on his/her ability to work with children?

\_\_\_\_\_  
 \_\_\_\_\_

7. Is there additional information about this individual which you feel Victory Life Academy's administration should know? Please comment on honesty, integrity, concern for people, and general moral character.

\_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT REFERENCE:**

1. When did this individual work for you? From \_\_\_\_\_ to \_\_\_\_\_

2. What was the nature of his/her job? \_\_\_\_\_  
 \_\_\_\_\_

3. How would you describe this individual's performance in comparison to other people?  
 \_\_\_\_\_

4. Was this individual punctual? [ ] Yes [ ] No

5. Describe his/her attendance. \_\_\_\_\_

**RECOMMENDATION:** On the basis of the above information, the applicant is:

- Strongly recommended for the stated position at Victory Life Academy.
- Recommended for the stated position at Victory Life Academy.
- Recommended with some reservation for the stated position at Victory Life Academy.
- Not recommended for the stated position at Victory Life Academy.

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
 (Please Print)

Signature: \_\_\_\_\_

\_\_\_\_\_  
 Address Street/P.O. Box City State Zip

**MAIL FORM TO:** Victory Life Academy  
 P.O. Box 15491  
 Brownwood, TX 76804

*Thank you for your time and cooperation!*

**Personal Friend  
Reference Check**

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

Position Desired: \_\_\_\_\_

The individual listed above has applied to Victory Life Academy for the above listed position. This individual listed you as a personal reference. We would appreciate your completing this reference check. Serious consideration will be given to your comments. Your comments will be held in strictest confidence. Please mail the recommendation directly to Victory Life Academy.

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know him/her?
 

<input type="checkbox"/> By name/sight	<input type="checkbox"/> Fairly well - numerous personal contacts
<input type="checkbox"/> Casually - few personal contacts	<input type="checkbox"/> Very close, business/personal relationship
3. How do you rate this person in the following areas?

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
Christian Commitment					
Integrity/Honesty					
Social Adaptability					
Reliability					
Maturity					
Emotional Stability					
Judgment					
Empathy					
Personal Appearance					

4. What would you say are this individual's strong points?

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5. How does this individual relate to other people?

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6. Could you give an opinion on his/her ability to work with children?

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7. Is there additional information about this individual which you feel VLA's administration should know? Please comment on honesty, integrity, concern for people, and general moral character.

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**RECOMMENDATION:** On the basis of the above information, the applicant is:

- Strongly recommended for the stated position at Victory Life Academy.
- Recommended for the stated position at Victory Life Academy.
- Recommended with some reservation for the stated position at Victory Life Academy.
- Not recommended for the stated position at Victory Life Academy.

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

\_\_\_\_\_  
Address Street/P.O. Box City State Zip

**MAIL FORM TO:** Victory Life Academy  
P.O. Box 1549  
Brownwood, TX 76804

*Thank you for your time and cooperation!*

**Pastoral  
Reference Check**

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

Position Desired: \_\_\_\_\_

The individual listed above has applied to Victory Life Academy for the above listed position. This individual listed you as a pastoral reference. We would appreciate your completing this reference check. Serious consideration will be given to your comments. Your comments will be held in strictest confidence. Please mail the recommendation directly to Victory Life Academy.

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know him/her?
  - By name/sight  Fairly well - numerous personal contacts
  - Casually - few personal contacts  Very close, business/personal relationship
3. To your knowledge, has the applicant made a meaningful, personal commitment to Jesus Christ?
  - Yes  No  I don't know

Comments: \_\_\_\_\_

4. Please indicate applicant's level of involvement in church related activities.
  - Enthusiastic; deeply involved  Attends regularly; seldom participates
  - Cooperative; usually willing to help  Attends irregularly; shows little interest
5. How do you rate this person in the following areas?

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	NOT OBSERVED
Christian Commitment					
Integrity/Honesty					
Social Adaptability					
Reliability					
Maturity					
Emotional Stability					
Judgment					
Empathy					
Personal Appearance					

