

**Application  
Support Staff**

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

**A. Personal Information**

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

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

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

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

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

Are you over 18 years of age? [ ] Yes [ ] No

**B. Position Desired:** \_\_\_\_\_

Date Available: \_\_\_\_\_ ( ) Full-time ( ) Part-time Hours per week: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Other Positions Interested In: \_\_\_\_\_

Previous Employment at Victory Life Academy? YES NO If yes, when/position: \_\_\_\_\_

\_\_\_\_\_  
List any friends or relatives working for Victory Life Academy.

\_\_\_\_\_  
Have you ever been bonded? YES NO If yes, give details.

\_\_\_\_\_  
Current Employer: \_\_\_\_\_

Business Phone: \_\_\_\_\_

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

May we contact you at work? YES NO

\_\_\_\_\_  
Present Salary: \$ \_\_\_\_\_

Salary Expected: \$ \_\_\_\_\_

**C. Health Information**

Can you do the essential functions of this job with or without reasonable accommodations?

\_\_\_\_\_

**D. 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. What is your attitude toward working with those of other races and those of other denominational beliefs?

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E. Previous Employment History**

1.	Employer	Position
	Address	Annual Salary
	Reason Left	Dates of Employment
2.	Employer	Position
	Address	Annual Salary
	Reason Left	Dates of Employment

**F. Other Qualifications**

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

\_\_\_\_\_

\_\_\_\_\_

2. Give any additional experience you have had in the education or care of children.

\_\_\_\_\_

\_\_\_\_\_

**G. Education: (high school and above)**

INSTITUTION	MAJOR	MINOR	DEGREE RECEIVED


1. Do you now attend or do you plan to attend a school or training institute in the near future? Yes No

2. If yes, give details: \_\_\_\_\_

3. Have you ever been convicted of a felony or misdemeanor?  Yes  No

If yes, give details:

4. Do you want us to keep your application of file in the event that you are not selected for this position?  
 Yes  No

**H. Personal Response**

1. Please list other skills and abilities such as special courses, certificates, licenses, languages, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. In your own handwriting, on a separate piece of paper, briefly give your Christian testimony.

**I. Personal References:** You will need to request three individuals to complete the attached *Reference Check* forms. Do not ask family members or relative for references.

1. Two references from individuals who are qualified to speak of your spiritual experience and Christian service. Include your current pastor.

2. One reference from an individual who is qualified to speak of your work ethic and Christian character. This needs to be a former employer.

3. Have forms mailed to: Victory Life Academy  
 P.O. Box 1549  
 Brownwood, TX 76804

**STATEMENT OF NONDISCRIMINATION**

It is the policy and practice of Victory Life Academy, in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, national or ethnic origin, or reasonably accommodating disability.



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: \_\_\_\_\_  
(Please Print)

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

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!*



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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- 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: \_\_\_\_\_  
(Please Print)

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

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					

6. Please share with us what you consider the applicant's strong and weak points.

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7. To your knowledge, does the applicant smoke? Drink? Use illegal drugs? Has the applicant experienced emotional problems? If yes to any point, please explain.

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8. Is there additional information about the applicant which you feel the administration of Victory Life Academy should know? Please comment on honesty, integrity, concern for people, and general moral character.

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- 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.

Pastor's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
(Please Print)

Pastor's 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!*