



**STAFF APPLICATION**

**A. APPLICANT'S NAME AND ADDRESS**

Full name \_\_\_\_\_

Application date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

Phone: Days(\_\_\_\_\_) \_\_\_\_\_ Evenings(\_\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address:

\_\_\_\_\_

\_\_\_\_\_

Please list below additional addresses where you have resided at any time during the past five years.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# FOX VALLEY CHRISTIAN ACADEMY MISSION STATEMENT AND GOALS

## MISSION STATEMENT

**Fox Valley Christian Academy** is a Christ-centered school devoted to training children for life and eternity.

## GOALS

**Fox Valley Christian Academy:**

1. purposes to lead children to a saving knowledge of Jesus Christ.
2. strives to develop in children a Christ-like character and a biblical world view.
3. emphasizes academic excellence and life skills.
4. exists as a ministry of Calvary Bible Church to support the Christian home.

**Educational philosophy:** Foremost, we want our students to know Jesus Christ as personal Lord and Savior. Secondly, we are building a foundation that is rooted in Christ. Components of the foundation are salvation in Christ, Christ-like character, biblical world view, academic and life skills.

## STATEMENT OF FAITH

Please carefully read our Statement of Faith and indicate below your degree of support.

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct, immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

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

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

**B. POSITION DESIRED**

Please indicate the position desired.

\_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

\_\_\_\_\_

**FUTURE PLANS**

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

\_\_\_\_\_

**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: \_\_\_\_\_

**\*In your own handwriting below, and on additional paper, if needed, briefly give your Christian testimony. Please include remarks about your walk with the Lord (examples of integrity, wisdom, faith, perseverance, obedience, evangelism, use of gifts).**

**TESTIMONY**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**CHURCH AND CHRISTIAN 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?

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

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

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**DEVOTIONAL LIFE**

Describe your routine of personal Bible study and prayer.

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

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**D. PROFESSIONAL QUALIFICATIONS**

**EDUCATION**

<b>School</b>	<b>Name of School and Location</b>	<b>Graduation Date</b>	<b>Field of Major Study</b>	<b>Degree Awarded</b>	<b>Grade Average</b>
<b>High School</b>					
<b>Technical</b>					
<b>Other</b>					
<b>College</b>					
<b>College</b>					

**WORK EXPERIENCE**

<b>Date Hired</b>		<b>Date Left</b>		<b>Name of Employer</b>	<b>Address of Employer</b>	<b>Reason for Leaving</b>
<b>Mo</b>	<b>Yr</b>	<b>Mo</b>	<b>Yr</b>			

**E. PERSONAL PHILOSOPHY**

**\*On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

**SHORT ESSAYS**

- A. Why do you wish to serve in a Christian school?
- B. What areas do you feel are your strengths? Weaknesses?
- C. What is your attitude towards children?

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for your last four employers. If necessary, you may make copies of this page or following the same format, use the reverse side.

**WORK BACKGROUND**

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

\_\_\_\_\_

**G. PERSONAL REFERENCES**

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

**SPIRITUAL REFERENCES**

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** Give at least one other reference who is qualified to speak of your work experience.

1. Name \_\_\_\_\_  
Complete address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_
2. Name \_\_\_\_\_  
Complete address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_
3. Name \_\_\_\_\_  
Complete address \_\_\_\_\_  
Phone \_\_\_\_\_ Position \_\_\_\_\_

**H. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that **Fox Valley Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I 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 **Fox Valley Christian Academy** to thoroughly investigate references, work records, evaluations, 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 **Fox Valley Christian Academy**, 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 **Fox Valley Christian Academy**.

I authorize **Fox Valley Christian Academy** 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 understand the above statements.

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

\_\_\_\_\_  
Date