

**VALLEY CHRISTIAN SCHOOL  
10212 E 9<sup>TH</sup> AVE  
SPOKANE VALLEY, WA 99206  
509-924-9131**

**INITIAL TEACHER APPLICATION**

Your interest in Valley Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

We look forward to receiving your initial application. Thank you for your interest in the ministry of Valley Christian. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

**A. Applicant's Name and Address**

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

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

Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Permanent address and phone number is different than present address:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Phone: Day (\_\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_\_) \_\_\_\_\_

Best time to call you: \_\_\_\_\_

- ◆ On the reverse side please list any additional addresses where you have resided at any time during the past five years.

**B. Position Desired**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grade or subject in order of preference:

(\_\_\_\_) Kindergarten \_\_\_\_\_

(\_\_\_\_) Elementary \_\_\_\_\_

(\_\_\_\_) Junior High \_\_\_\_\_

(\_\_\_\_) High School \_\_\_\_\_

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

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

\_\_\_\_\_

**Special Abilities:** 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.)

\_\_\_\_\_

**Future Plans:** What would you like to be doing five years from now?

\_\_\_\_\_

**C. Christian Background**

◆ In your own handwriting on a separate paper briefly give your Christian testimony.

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

We believe that the Bible is the inspired, infallible, inerrant Word of God and is the only rule for faith and practice.

We believe in one God who exists in three persons: the Father, Son and the Holy Spirit and that these three are coequal, co-eternal and co-essential.

We believe that Jesus Christ is God incarnate, was born of a virgin, lived a sinless life, died on the cross for the sins of the world, was buried and rose again. We believe that he is ascended and is seated at the Father's right hand where he now intercedes for all true believers.

We believe the Holy Spirit is come to convict the world of sin; that he comes to teach and guide believers into all truth; that he permanently indwells every true believer in Christ; that he wants to fill, control and empower each believer for service; that all who believe in Christ are baptized by the Holy Spirit into the church, the body of Christ.

We believe that man was created in the image of God, but in Adam's fall, every person is a sinner both by birth and by practice. We believe that every person must be born again in order to be forgiven of his sin and saved from eternal separation from God.

We believe that salvation is by grace through faith apart from works and that every true believer will be kept saved forever by the power of God, and that this faith is personally to be in Christ's substitutionary death on our behalf.

We believe that the privilege and responsibility of every Christian is to grow into spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit.

We believe in the pre-millennial, pre-tribulation rapture of the church. We believe that the earth will then go through seven years of tribulation and then Jesus Christ will return to earth with his saints to set up his millennial kingdom.

We believe that the true church is one body composed of all believers, with Jesus Christ as head. We believe that baptism and the Lord's Supper are scriptural ordinances to be observed by the church today.

A complete doctrinal statement is available upon request at the school office.

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

**Church Service:** Denomination preference \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years \_\_\_\_\_

What church activities are you involved and with what degree regularly?

\_\_\_\_\_

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? \_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_\_ If yes, what would be your subject preferences? \_\_\_\_\_

To what extent should a Christian schoolteacher become involved in Sunday and other weekly ministries of the sponsoring church or the church of which you are a member?

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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**

Please attach photocopies of all your college transcripts. Should you be offered a position, you will be required to submit official copies of your college transcripts for inclusion in your personnel file.

Degrees	Date Received	Issuing Institution

Major(s) \_\_\_\_\_

Minor(s) \_\_\_\_\_

Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total \_\_\_\_\_ units after date of BA degree \_\_\_\_\_ (1 \_\_\_ unit X \_\_\_ = \_\_\_\_\_ unit)

**Teaching Experience:** Sequentially list your teaching experiences with most recent first.

School's Name	Grades or Subjects	Dates

To what degree are you familiar with various Christian or secular curriculums (i.e., School of Tomorrow, A Beka, Bob Jones, Saxon Math, Open Court Reading, etc.?)

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Curriculum preferences:

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

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List any books or articles that you have read recently that have helped you to grow professionally.

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**Teaching Credentials:** Do you have an ACSI Teaching Certificate?

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What level? \_\_\_\_\_

Expiration date Do you have a state teaching certificate? \_\_\_\_\_ Which State? \_\_\_\_\_

What kind? \_\_\_\_\_ Valid for \_\_\_\_\_ yrs.

Endorsement(s) – List semester hours in endorsement area(s).

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If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_

◆ Please attach photocopies of any certificates held.

**Christian School Preparation** - Have you had any courses in the Christian philosophy of education? If so, where and when?

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◆ Attach a typed copy of your personal Christian philosophy of education.

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

Give details -

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

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Describe how teacher evaluation has been helpful to you.

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**E. Personal Philosophy**

- ◆ On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.
- 1. Why do you wish to teach in a Christian school?
- 2. What are the main characteristics that distinguish a Christian school from a public school?
- 3. What do you consider to be the proper classroom atmosphere for learning?
- 4. What is your philosophy of discipline? Your attitude toward physical punishment?
- 5. What areas do you feel are your strengths? Weaknesses?
- 6. What do you believe about the origin of the earth and mankind?
- 7. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. Employment History**

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

1. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Employment Dates \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
2. Employer \_\_\_\_\_ Position \_\_\_\_\_  
Employment Dates \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Employer \_\_\_\_\_ Position \_\_\_\_\_

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

Address \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

4. Employer \_\_\_\_\_ Position \_\_\_\_\_

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

Address \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

5. Employer \_\_\_\_\_ Position \_\_\_\_\_

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

Address \_\_\_\_\_

Supervisor's Name & Phone 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? \_\_\_\_\_

Have you already signed a contract for next year with any other institution? Yes\_\_\_\_No\_\_\_\_\_

**G. Personal References**

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

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Address	Phone	Position
1.			
2.			
3.			

Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name	School Address	Phone	Position
1.			
2.			
3.			

## **TEACHER CERTIFICATION POLICY**

### **Initial Certification**

Faculty members must be college graduates that are certifiable by ACSI. Initially a Washington State Teacher's Certificate, or a certificate from another state will be accepted.

### **Required Certifications**

A Standard level, ACSI Certificate in field of service or, a Washington Teacher's Certificate in field of service.

### **Certification Policies**

1. All teachers who initially do not have an ACSI Standard Certificate must obtain at least Standard Level Certification within their first two years of employment as a teacher. (Eighteen Continuing Units of Bible – 6 semester hours – and a course in the Christian philosophy of education are required.) or,
2. All teachers who initially do not have a Washington State Teacher's Certificate must obtain it by February of the second contract year. The certificate must in field.
3. If a teacher is teaching outside his/her field of certification, an active and documented plan to be certified in field must be pursued. This plan must be submitted to the School Commission in order to be paid on the appropriate step on the salary scale.
4. If ACSI Standard Certification or a Washington State Teacher's Certificate cannot be obtained within the noted time constraints, a written application of extension must be submitted to the School Commission. The plan to obtain the required certifications and progress toward certification must be included.
5. Educational administrators must also carry appropriate in-field certification from ACSI or the Washington State.

**VALLEY CHRISTIAN SCHOOL**  
**ADDENDUM TO EMPLOYEE'S CONTRACT**  
**Valley Christian School is a religious, nonprofit Christian school organization**  
**representing Jesus Christ throughout the evangelical Christian community.**

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1. Your duties will involve not only the responsibilities ordinarily incumbent with the position of teacher, but also those responsibilities related to the special spiritual ministry to which you are called, the training of the child in Christian faith and practice. In a very real sense, therefore, it is the expectation that you will strive at all times to understand, appreciate and love the pupils entrusted to you for their fullest intellectual, physical, emotional and spiritual development. As a servant of the Lord Jesus Christ you will faithfully attend the regular services of your church as an example of the believer.
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2. The teacher affirms that as part of the qualifications for employment he/she is a "born again" Christian who knows the Lord Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23).
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3. The teacher agrees to be present and on time for faculty devotions which begin each school day and to remain in the building thirty (30) minutes after classes have been dismissed. The teacher also agrees to remain after school for such meetings and conferences as may be called by the Administrative Team.
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4. The teacher is required to as a minimum: (1) Post grades online on a weekly basis. (2) Provide for student/parents a class syllabus and make available on Edline for each contracted class by the second week the course begins. (3) Provide quarterly updates to parents and online the progress of achieving the course syllabus.
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5. The teacher agrees to abide by the regulations set forth in the Faculty Handbook and to cooperate in every way with the school authorities. The teacher will maintain a quiet, dignified, well-disciplined and studious classroom, study hall or work group.
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6. The teacher agrees to accept his or her proportionate amount of supervision outside of regular classroom assignment, the extent of such supervision and assignment to be determined by the principal of the school.
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7. This contract becomes valid upon the filing of the proper teacher's certificate for the State of Washington or Association of Christian Schools International. (This applies to full time teachers only.)
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8. A copy of the complete college transcript will be filed with the contract or is already on file with the school.
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9. The teacher agrees to accept without reservation (be it mental or verbal) the Educational Philosophy and Objectives of Valley Christian School.
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10. The teacher agrees without reservation (be it mental or verbal) to the Statement of Faith of Valley Christian School.
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11. The teacher will avoid highly debatable topics as much as possible especially as they relate to denominational issues.

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12. The teacher has read the Job Description and agrees to abide by the requirements listed.

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13. The teacher agrees to adhere to I Corinthians 3:16, 17; 6:19, 20. We interpret this to mean abstinence from drinking, smoking, and the use of profane language. I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use of viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. All employees of Valley Christian School must demonstrate a consistent role modeling of biblical morality and family living. Valley Christian recognizes the biblical grounds for divorce and remarriage. VCS reserves the right to terminate employment if determined divorce is outside biblical guidelines.

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14. The teacher will affirm that they have no pre-existing tattoos or piercing of body parts other than pierced ears (for women). Teachers agree to abide by the dress standard set by the Board. Violation is subject to termination.

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15. The teacher agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles, always presenting a united front.

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16. The teacher agrees to go through the ACSI In-Service training program for ACSI certification if this certificate is not currently held. All teachers who initially do not have an ACSI Standard Certificate must obtain at least standard level certification within their first two years of employment as a teacher.

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17. Because the work wherein we are engaged is an area involving the religious tenets of belief is composed of spiritual activities over an educational function and is a sacred undertaking, we cannot authorize anything other than arbitration among the believers for any kind of dispute that may exist. Arbitration in this manner is the only biblical means, which is acceptable for disciplinary purposes. Parties signing this document waive all right to take their cause before a court of law. First Corinthians 6:1-8 is very clear on this point and, as believers; we are to obey these instructions.

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18. The contract between teacher/employee and Valley Christian School can be voided when any of the above requirements are violated by either party or for any deviation on scriptural grounds. If, after signing the contract, the teacher/employee desires to be excused from said contract; a written request must be made to the administrator who will in turn present it to the Board for consideration.

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19. The teacher/employee must return this contract June 30, 2011.

Your signature verifies that you are in agreement with the statements in this addendum.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2011

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Teacher/Employee Signature

*Derick L. Jalish*  
Headmaster Valley Christian School

Revised 6/1/2011