



# General Application For Employment

## Victory Christian Academy

8491 Chamberlayne Road  
Richmond, Virginia 23227

We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status. Applicant **MUST** be a Christian and a regular attendee of a local church.

Last Name		First Name	Middle Name
Address		City	State/ZIP
Home Phone	Cell Phone	Work Phone	Email Address

Position Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn about us?

Advertisement  Friend/Relative Name \_\_\_\_\_  FLM Member  Walk-In

Have you ever filed an application with us before? YES  NO

Have you previously been employed by FLM or VCA? YES  NO

Are you currently employed? YES  NO

May we contact your present employer and request a reference? YES  NO

Are you prevented from lawfully becoming employed in this country due to Visa or Immigration Status? (Proof of Citizenship or Immigration status will be required upon employment) YES  NO

Date you will be available for work \_\_\_\_\_

Are you available to work: Full Time  Part Time  Temporary

Are you currently on "Lay-off" status and subject to recall? YES  NO

Have you ever failed to have a teaching contract renewed? YES  NO

Have you ever been convicted of a felony? YES  NO

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

Explain why you desire a position here at VCA.

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## EDUCATION

Highest degree received \_\_\_\_\_ Concentration Area \_\_\_\_\_ Date \_\_\_\_\_

### List all Post-Secondary Institutions Attended:

Name of Institution	Dates Attended	Major	Minor	Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## SPECIAL CERTIFICATIONS

Certificate \_\_\_\_\_ Concentration Area/Endorsements \_\_\_\_\_

Special Certificates/Licenses \_\_\_\_\_

Special honors received, articles or books published, offices held, etc. \_\_\_\_\_

Future educational goals \_\_\_\_\_

### Foreign languages you can speak, read, or write:

Speak \_\_\_\_\_

FLUENT

GOOD

FAIR

Read \_\_\_\_\_

FLUENT

GOOD

FAIR

Write \_\_\_\_\_

FLUENT

GOOD

FAIR

## ADDITIONAL INFORMATION

### COURSES/TRAINING/EXPERIENCE

Describe any other courses, training, or experience you have completed that would relate to the position for which you are applying.

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

### SPECIALIZED SKILLS

PC

WORD

EXCEL

FAX

TYPING WPM \_\_\_\_\_

Other: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Begin with your present/last position held. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities, or any other protected status.

<b>EMPLOYER</b>	<b>Dates</b>	<b>Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>From</b> / /	<b>To</b> / /	
<b>Telephone #</b>			
<b>Job Title</b>	<b>Starting Salary</b>	<b>Final Salary</b>	
<b>Supervisor</b>	<b>\$</b>	<b>\$</b>	
<b>Reason for leaving</b>			
<b>EMPLOYER</b>	<b>Dates</b>	<b>Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>From</b> / /	<b>To</b> / /	
<b>Telephone #</b>			
<b>Job Title</b>	<b>Starting Salary</b>	<b>Final Salary</b>	
<b>Supervisor</b>	<b>\$</b>	<b>\$</b>	
<b>Reason for leaving</b>			
<b>EMPLOYER</b>	<b>Dates</b>	<b>Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>From</b> / /	<b>To</b> / /	
<b>Telephone #</b>			
<b>Job Title</b>	<b>Starting Salary</b>	<b>Final Salary</b>	
<b>Supervisor</b>	<b>\$</b>	<b>\$</b>	
<b>Reason for leaving</b>			
<b>EMPLOYER</b>	<b>Dates</b>	<b>Dates</b>	<b>Work Performed</b>
<b>Address</b>	<b>From</b> / /	<b>To</b> / /	
<b>Telephone #</b>			
<b>Job Title</b>	<b>Starting Salary</b>	<b>Final Salary</b>	
<b>Supervisor</b>	<b>\$</b>	<b>\$</b>	
<b>Reason for leaving</b>			

## EMPLOYMENT REFERENCES

List three persons who have been acquainted with all your professional with your professional experience.

NAME	EMPLOYER/OCCUPATION	PHONE
#1 _____	_____	( ) _____
#2 _____	_____	( ) _____
#3 _____	_____	( ) _____

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## SPIRITUAL INFORMATION

Name of church currently attending \_\_\_\_\_ Denomination \_\_\_\_\_

Address \_\_\_\_\_

Have you accepted Jesus Christ as your personal Lord and Savior? YES  NO  Date \_\_\_\_\_

Have you been baptized in the Holy Spirit with the evidence of speaking in other tongues? YES  NO

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

\_\_\_\_\_

Describe any type of Christian service in which you have been involved. \_\_\_\_\_

\_\_\_\_\_

What is your response to the statement "Healing is for everyone"? \_\_\_\_\_

\_\_\_\_\_

What does the statement, "Being led by the Spirit" mean to you? \_\_\_\_\_

\_\_\_\_\_

Where does "The Great Commission" fit in with the Christian school philosophy? \_\_\_\_\_

\_\_\_\_\_

What characteristics of Christ should be found in the classroom teacher? \_\_\_\_\_

\_\_\_\_\_

Who are you in Christ? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



VICTORY CHRISTIAN ACADEMY  
CODE OF CONDUCT/STATEMENT OF FAITH

Victory Christian Academy is committed toward Stewardship, Academic Excellence, Family, and Christian Values. We work continuously to maintain the highest standards. VCA consistently demonstrates academic excellence by consistently scoring high on standardized tests; however, our value cannot be measured by tests alone. Individual attention to students' needs is the true hallmark of our school, along with the desire to see every student achieve their greatest potential.

The faculty and staff at VCA must partner up with the families in order to reach high academic goals. As staff members it is your duty to effectively communicate with each family. This individualized attention will ensure the success of all our students. The most important mission of Victory Christian Academy is to equip students by developing their spirit, mind and body in preparation for their next step in God's plan for their lives.

CODE OF CONDUCT

All Staff and faculty members of the School are required to adhere to this Code of Conduct. Moral conduct, social relationships, physical self-control, and financial affairs must be in keeping with I Timothy, and thereby above reproach. Failure to uphold this code will subject the employee to disciplinary measures and possible dismissal.

All employees must lead a Godly life, both on and off campus. This not only applies to employees' individual manners of living during the school calendar year, but throughout the summer holidays as well.

- A. Abide by the requirements of I Timothy, chapter 3.
- B. Be willing to submit to counsel from those in authority.
- C. Maintain a neat and modest personal appearance.
- D. Refuse strife, competition and gossip.
- E. Adultery, fornication, homosexuality, physical violence, abusive behavior to self and others, and abusive verbal behaviors are all failure to uphold the Code.
- F. Use of alcohol, tobacco, marijuana, and non-prescription drugs is failure to uphold the Code.

In the area of financial and business affairs, all employees must be free of legal investigation, legal questions, or legal action of any nature.

Criminal offense of any nature is failure to uphold the Code.

Employees must read this Code of Conduct, understand it, and agree with it. Employees pledge to live by this Code of Conduct throughout their employment with Victory Christian Academy, and be bound by the terms of this agreement. All Employees must sign a copy of this agreement upon hire.

STATEMENT OF FAITH

1. The Scriptures

The Bible is the inspired Word of God - the product of holy men of old who spoke and wrote as the Holy Spirit moved them. (II Timothy 3:15-17, II Peter 1:23-25, Hebrews 4:12) The New covenant, as recorded in the New Testament, is accepted as our infallible guide in matters pertaining to conduct and doctrine.

## 2. The Godhead

Our God is one, but manifested in three Persons - the Father, the Son, and the Holy Spirit. All are co-equal & eternal. (Deuteronomy 6:4, Philippians 2:6, I John 5:7) \_ God the Father is greater than all, and the Sender of the Word, the Son. (John 1:4, 14:28, and 16:28) \_ Jesus Christ is God manifested in the flesh, and has existed with the Father from the beginning. (John 1:1, 1:14, and 1:18) \_ The Holy Spirit proceeds forth from both the Father and the Son, and empowers the church for ministry. (John 14:16 and 15:26)

## 3. Man's Origin, Fall, and Redemption

Man is a created being, made in the likeness and the image of God. Through Adam's transgression and fall, sin came into the world. The Bible says, "... all have sinned, and come short of the glory of God," and "There is none righteous, no, not one." (Genesis 1:26 and 3:1-7, Romans 3:10, 23) Jesus Christ, the Son of God, was manifested to undo the works of the devil. He gave His life and shed His Blood to redeem and restore man back to God. (Romans 5:14, I John 3:8) Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God. (Ephesians 2:8-10, James 2:18, Titus 3:5-7)

## 4. Eternal Life and the New Birth

Man's only hope of redemption is accepting the sacrifice of Jesus Christ, who shed His Blood (gave His life) to pay the price for sin. On the cross, Jesus took our sins on Himself, providing salvation for all mankind. Jesus also, by the stripes He took on Himself, bore the punishment for sickness and disease, providing healing for all mankind; Jesus became poor, defeating poverty and lack, that we might be made rich (experiencing abundance). By being made a curse, Jesus redeemed us from the curse so that we could live in the blessings of God. (Psalm 103:3, Matthew 8:17, I Peter 2:24, Galatians 3:13-14, II Corinthians 8:9) The first step towards salvation is recognizing that one is lost and needs a savior. Salvation comes by believing in the heart that God raised Jesus from the dead, and confessing with the mouth Jesus as Lord. (II Corinthians 7:10, Romans 10:8-10) Inward evidence of salvation to the believer is the direct witness of the spirit. (Romans 8:16) Outward evidence of salvation to others is a life of holiness and love. (John 13:35, I John 3:23)

## 5. Baptism in the Holy Spirit

The Baptism in the Holy Spirit is a gift from God as promised by Jesus Christ to all believers and is received subsequent to the New Birth. (Luke 24:49) The Baptism in the Holy Spirit is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit Himself gives utterance. (Acts 2:1-4) With this experience comes the endowment of power for life and service, and the bestowing of gifts for the work of the ministry. (Acts 1:8)

## 6. Body of Christ

The Church is the Body of Christ and each believer is an integral part. (Ephesians 1:22 and 2:19-22) Each believer has been given gifts and is called by God to a specific place in the Body of Christ. (I Corinthians 12:7 and 12:18)

## 7. Water Baptism

Baptism in water is by immersion, a direct commandment of our Lord, and is for believers only. This ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19, Romans 6:4, Colossians 2:12, Acts 8:36-39)

#### 8. The Lord's Supper (Communion)

The celebration of the Lord's Supper by eating of the bread (symbol of the Lord's Body) and drinking of the cup (symbol of the Lord's Blood) in remembrance of Him. (I Cor. 11:24-30)

#### 9. Prosperity in Every Area of Life

Spiritual (John 3:3, II Corinthians 5:17-21, Galatians 5:22) \_ Mental (II Timothy 1:7, Romans 8:6 and 12:2) Physical (Isaiah 53:4-5, Matthew 8:17, I Peter 2:24) Financial (III John 2, Malachi 3:10-11, II Corinthians 9:6-12) Social (Proverbs 3:4)

#### 10. Jesus is Coming Again

Jesus will return again to gather His saints to Heaven. (Acts 1:11, I Thessalonians 4:16-17)

#### 11. Hell and Eternal Retribution

Those who die physically in their sins, without accepting Jesus Christ are hopelessly and eternally lost, separated from God, and will burn in the lake of fire. (Hebrews 9:27, Revelation 19:20)

#### 12. Millennial Reign of Jesus Christ

Jesus Christ will return with His saints from Heaven to rule and reign for one thousand years on earth as the Scriptures promised. (Romans 11:25, 27, II Thessalonians 1:7, Revelation 19:11-16 and 20:1-7) There will be a new heaven and a new earth. (Revelation 21)