

# Vidalia Heritage Academy

P.O.Box 2005 – Vidalia, Ga 30475  
(912) 537-6679

## Non-Instructional Staff Application

Your interest in **Vidalia Heritage Academy** is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview with the Headmaster or the VHA School Board.

We realize that the key to a successful school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models.

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

### GENERAL INFORMATION

Applicant's Full Name \_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

Address \_\_\_\_\_

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

Email Address \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_

Marital Status \_\_\_\_\_ # of Children \_\_\_\_\_ Ages \_\_\_\_\_

Condition of Health: (check one) Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Physical Disabilities, if any \_\_\_\_\_

Position(s) you are interested in: \_\_\_\_\_  
\_\_\_\_\_

Full-time \_\_\_\_\_ or Part-time \_\_\_\_\_

### CHRISTIAN BACKGROUND

**\*On a separate paper, provide us with the following:**

- Your definition of a Christian.
- The length of time you have been a Christian.
- A brief account of your relationship with Christ and what He is doing in your life now.

- Your routine of personal Bible study and prayer.
- If married, your spouse's attitude toward becoming involved in the VHA ministry.

Please carefully read our Doctrinal Statement of Faith and indicate degree of support:

I fully support 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 disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God (in its original autographs) as our final authority in all matters of faith, truth, and conduct? Yes  No

Denominational preference? \_\_\_\_\_

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

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

If you were employed by VHA, would you abide by the school's policy of prohibiting:

Public Drunkenness— Yes  No

Tobacco Use— Yes  No

Illegal Drugs— Yes  No

## PERSONAL PHILOSOPHY

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

- Why do you wish to teach in a Christian school?
- What are the main characteristics that distinguish a Christian school from a public school?
- What do you consider to be the proper classroom atmosphere for learning?
- What is your philosophy of discipline in the classroom?
- What is your attitude toward corporal punishment?

## PROFESSIONAL QUALIFICATIONS

What is the highest educational degree/diploma you have been awarded?

High School \_\_\_\_\_

Technical College \_\_\_\_\_

College \_\_\_\_\_

Grad School \_\_\_\_\_

Please list the name and address of the institution that granted you your highest degree/diploma:

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List any other educational advantage you have had including opportunities for travel. \_\_\_\_\_

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List activities or areas of service that you have guided or assisted. (Such as art, music, handcrafts, etc) \_\_\_\_\_

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Other interests or hobbies: \_\_\_\_\_

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Do you play a musical instrument? \_\_\_\_\_

List three books you have read in the last year. \_\_\_\_\_

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## **EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

Employer: \_\_\_\_\_ Position \_\_\_\_\_  
Address: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

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Address: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer: \_\_\_\_\_ Position \_\_\_\_\_  
Address: \_\_\_\_\_ Dates of Employment \_\_\_\_\_

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 ever served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what type of education or training did you receive? \_\_\_\_\_

## **PERSONAL REFERENCES**

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

Give names, complete address, phone number, and email of three references qualified to speak of your experience in the following ways:

- 1) Spiritual: \_\_\_\_\_
- 2) Professional: \_\_\_\_\_
- 3) With Students: \_\_\_\_\_

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## **PERSONAL INFORMATION**

*[If you answer "Yes" to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.]*

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes  No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes  No

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? Yes  No

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes  No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes  No

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes  No

Have you ever been divorced? Yes  No

#### **APPLICANT'S CERTIFICATION AND AGREEMENT**

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Vidalia Heritage Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 the school, 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 the school.

Since I will be working with children, I understand that I must submit to a criminal history/background check by local, state, and federal authorities. I agree to fully cooperate in providing and recording all such records including fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the

school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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 do understand the above statements.

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Signature of Applicant

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Date