



**West Valley  
Christian School**

Preschool - 8<sup>th</sup> Grade  
22450 Sherman Way West Hills, CA 91307  
818-884-4710 Elementary/Middle School  
818-884-9807 Preschool 818-884-4749-Fax

**GENERAL EMPLOYMENT APPLICATION**

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

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Permanent address if different than above address: \_\_\_\_\_  
\_\_\_\_\_

**Education**

Name of School	Address	Diploma/Degree	Years of Program	Major/Minor/Subject
<b>High School:</b>				
<b>College/University:</b>				
<b>Trade/Tech School:</b>				

Position desired: \_\_\_\_\_ Date available: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, may we contact your present employer?

Name and Phone #: \_\_\_\_\_

Have you applied to WVCS before? \_\_\_\_\_ For what position? \_\_\_\_\_

In case of emergency, whom shall we notify?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

Former Employers: List your last four employers, starting with the most recent.

Date/Month/Year	Employer Name/Address	Salary Start/Finish	Position Start/Position	Reason for Leaving
From To				
From To				
From To				
From To				

References: Name and contact information of three persons not related to you, whom you have known at least one year, who are qualified to speak of your work experience and/or Christian service.

Name	Phone #	Address	Business	Years known

What qualifies you to work with children in a Christian school? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe your daily relationship with God: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Denominational Preference: \_\_\_\_\_ Name of your church: \_\_\_\_\_

Active Member? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please comment on how the Lord is leading you toward employment in a Christian environment.

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

## SECURITY

Recognizing God's love and concern for children, West Valley Christian School (WVCS) has adopted a policy of screening all applicants for employment. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Your answer to any of these questions does not necessarily disqualify you from employment at WVCS.

Please answer by circling your response to each of the following questions. Attach additional pages for explanation if necessary.

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor Traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence of disposition and any other relevant information. If yes, please explain on a separate page. YES or NO
2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish WVCS to consider. If yes, please explain on a separate page. YES or NO
3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish WVCS to consider. If yes, please explain on a separate page. YES or NO

## CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or falsification of any statements 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. 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 West Valley Christian School to thoroughly interview the primary references which I have listed, and secondary references mentioned through interviews with primary references, or other individuals which 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 job.

Since I will be working with children I understand that I must submit to a fingerprint check by the FBI and state authorities. 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 to 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.

\_\_\_\_\_  
Print First and Last Name

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

\_\_\_\_\_  
Date