

West Valley Christian Academy
Preschool and Child Care
 Tracy Community Church
 1790 Sequoia Blvd.
 Tracy, Ca. 95376
 209-835-2783

EMPLOYMENT APPLICATION

West Valley Christian Academy Preschool and Child Care has been classified as a 501 (c) 3 non-profit religious educational organization under the tax ID # 94-608976-7 as a department and mission of Tracy Community Church.

West Valley Christian Academy Preschool and Child Care does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability. West Valley Christian Academy Preschool reserves the First Amendment Right of our organization classification to hire, discipline, and/or terminate employees based upon Biblical principles.

West Valley Christian Academy Preschool and Child Care is licensed as *West Valley Christian Academy Child Care- Cougar Club and West Valley Christian Academy Preschool* by the California Department of Social Services, Community Care Licensing, under Title 22 Regulations. A copy of Title 22 is available at <http://www.cdss.ca.gov/ord/PG587.htm>

West Valley Christian Academy Preschool LIC # 390307976 AND West Valley Christian Academy Child Care- Cougar Club LIC # 390313312

General Information			
Last Name	First Name	Middle Name	Today's Date
Other Names Used			
Street Address	City	State	Zip Code
Home Phone: (____) _____ - _____		From what source did you learn of West Valley Christian Academy Preschool?	
Work Phone: (____) _____ - _____			
Cell: (____) _____ - _____			
Email: _____			
Are you 18 years or older?			
Social Security Number: _____ - _____ - _____		Driver's License No.:	

Title of Position Applying For:	Date Available to Work:
Have you been previously interviewed or employed by WCC? Yes ____ No ____ If Yes, list date(s) and job title(s):	
Do you have any relatives currently working for WCC? Yes ____ No ____ If Yes, list names and relationship to you:	
Are you employed now? Yes ____ No ____ If so, may we contact your present employer? Yes ____ No ____	

Education				
Name	Location	# Years Completed	Major Area of Study	Degree/Diploma
High School				
College				
E.C.E. (Employment/Related Education Courses. 12 Core Units Required for Teacher.)				
Technical or Certificate Programs				

LIST ALL CERTIFICATES AND LICENSES HELD:

<u>Description</u>	<u>Granting Authority</u>	<u>Date Issued</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had any certification or license revoked or suspended? Yes ____ No ____

If yes, please explain: _____

Employment History Please provide the following information for the last three years, beginning with most recent:

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor:		
Reason for Leaving:		

Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor:		
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Employer:	Dates Employed: From _____ To _____	Job Title:
Address:		
Telephone:	Job Duties:	
Supervisor:		
Reason for Leaving:		

Is there any reason why you could not perform the essential functions of the job for which you are applying with reasonable accommodations? Yes____ No____

If you require reasonable accommodations of any kind to perform the job, please describe:

Skills	
Rank your knowledge/use of technology: ____ Beginner ____ Intermediate ____ Advanced	List Software in which you are proficient:
Other skills related to job applying for:	

Please list any commendations, awards or other honors that you believe may be relevant to the performance of the essential functions of the position for which you are applying:

State any additional information you feel is relevant in considering your application:

Christian Background

Present Church Affiliation: _____ Member? Yes or No

In what capacity are you active in your church? _____

Please indicate the name and address of the Christian Church that you plan to attend regularly during employment.

Name	Address	Telephone Number
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Briefly, how would you explain salvation to someone?

How did you accept Jesus Christ as your personal Savior?

West Valley Christian Academy Preschool and Child Care Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 29:19, John 10:30).
3. We believed in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5: 8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The West Valley Christian Academy Preschool and Childcare Management Team and Tracy Community Church Corporate Board hold final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, and practice, and discipline.

I have read the above Statement of Faith and testify that it reflects my own convictions and understanding regarding the Christian faith, and I fully support the statement as written without mental or spiritual reservation.

Signature: _____ Date: _____

I cannot sign this because I have concerns about the statement and have explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____ Date: _____

References

Please list name two (2) **professional references** that can speak on behalf of your professional career, and at least one (1) **spiritual reference** who can speak on behalf of your spiritual and Christian Service.

Name	Address	Phone #	Relationship/Occupation	Years Known

Authorization to Release Reference Information

I have made an application for a position with West Valley Christian Academy Preschool and Child Care. I authorize West Valley Christian Academy Preschool and Child Care to inquire about my work and personal history and to verify all data given in my application for employment, relate papers, and my oral interviews.

I authorize the release and giving of any information requested by West Valley Christian Academy Preschool and Child Care such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further certify that I have carefully read and do understand the above statements.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____

If you have a resume, please attach it to this application.

Applicant's, Acknowledgment, Certification, and Agreement

I understand that while West Valley Christian Academy Day Care & Preschool does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability, it is a Christian Center that reserves its First Amendment right to discriminate based on religious grounds in its hiring, management and termination of employees.

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 the 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 West Valley Christian Academy Preschool and Child Care 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 center 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 center 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 center, 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 center.

I understand that this is only an application for employment and that no employment contract is being offered at this time. West Valley Christian Academy Preschool and Child Care makes no promises of continued employment if you are hired and retains its right to terminate its employees at any time. Any omissions, misrepresentations, or falsification of information will result in the rejection of the applicant or termination of employment.

I understand all employment positions require applicants to agree to adhere to Biblical Principles and West Valley Christian Academy Preschool and Child Care’s Statement of Faith and Christian Code of Conduct.

I am willing to abide by West Valley Christian Academy Day Care & Preschool’s Code of Conduct and resolve any disputes by Binding Christian Arbitration outside of court.

I certify I have carefully read and do understand and agree to uphold the above statements.

I have completed and understand the foregoing Employment Application and understand the religious requirements of working for West Valley Christian Academy Preschool and Child Care. I declare under penalty of perjury that the information I have supplied on this application, as well as any attachments, is true and correct.

Print Name of Applicant

Applicant's Signature

Date: _____

Do Not Write Below This Line

For Office Use Only			
Called	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Date _____
Letter Sent	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Date _____
Interview	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Date _____
References Checked	Yes <input type="checkbox"/>	NO <input type="checkbox"/>	Date _____