



22450 Sherman Way, West Hills, CA 91307  
Preschool 818-884-9807 ~ Elementary/Middle School 818-884-4710 ~ Fax 818-884-4749

### Preschool Teacher Application

We invite you to fill out this application and return it to our Preschool Director via email: [msaravia@westvalleychristianschool.com](mailto:msaravia@westvalleychristianschool.com). Should we desire to continue the process, we will contact you to arrange an interview. We realize the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, love children and by the pattern of their lives, are Christian role models. Luke 6:40. Thank you for your interest in the ministry of WVCS. It is our prayer God will fulfill His perfect will in the lives of all our applicants.

#### **A. APPLICANT'S NAME AND ADDRESS**

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

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

Soc. Sec. #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

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

Permanent Address (if different than present address) \_\_\_\_\_

#### **B. POSITION DESIRED**

Please indicate your school choice in the parenthesis. Check all that apply.

- ( ) Lead Teacher
- ( ) Assistant Teacher
- ( ) Substitute Teacher/Breaker - Flexible hours

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

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

What excites you most about this position? \_\_\_\_\_

Where do you see yourself professionally in five years? \_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

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 \_\_\_\_

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

Which church do you attend regularly? \_\_\_\_\_

Are you presently a member? \_\_\_\_\_ How long have you been a member? \_\_\_\_\_

Tell us a little about your journey and how you became a Christ follower.

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What experiences have helped you grow in your faith? \_\_\_\_\_

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**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of your college transcripts. Should you be offered a position, copies of these records will become part of your personnel file.**

Name of University/College	City/State	Major/Minor	Dates	Degree

Total units \_\_\_\_ after date of Bachelor's degree Master's degree specify type \_\_\_\_\_

How many ECE or CD units have you completed? \_\_\_\_\_

If you have not completed 12 ECE/CD units, are you in the process of completing the remaining units? Explain:

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**\* Please attach photocopies of any credentials or certificates held.**

What awards and/or accomplishments are you most proud of in your life?

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**E. EMPLOYMENT HISTORY**

Please note preschool and non-preschool work experience for the past ten years. Begin with the most recent experience first.

Employer	Complete Address and Phone Number	Dates	Position

Total years of preschool experience: \_\_\_\_\_

Have you ever been convicted of a crime, excluding misdemeanors and infractions, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application.

\_\_\_Yes \_\_\_No If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Have you ever been terminated or asked to resign? \_\_\_Yes \_\_\_No If yes, please explain: \_\_\_\_\_

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

Think through your previous supervisors – what would they say you contributed, and what would they say about your strengths and weaknesses?

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

What has been one of your most challenging career experiences? Describe the experience and explain why it was so challenging for you.

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

**F. REFERENCES**

Please list three professional references qualified to speak of your work experience and Christian service.

**List your current or most recent employer first.**

Contact Person	School/Company Address	School/Company Phone #	Relationship
1.			
2.			
3.			

West Valley Christian School is a ministry of West Valley Christian Church. WVCS does not discriminate on the basis of race, color, or ethnic origin in the admissions policies or the hiring of staff and faculty.

**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 of 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. If 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, any 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 agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. 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 the entire application and understand the above statements, certification and agreement as shown above.

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

Date \_\_\_\_\_