



**Office Use Only**

**2023-2024**

I-9: \_\_\_\_\_  
 I-9 Identification: \_\_\_\_\_  
 W-4: \_\_\_\_\_  
 MW-4: \_\_\_\_\_  
 MT New Hire: \_\_\_\_\_  
 Direct Deposit: \_\_\_\_\_  
 Background Check: \_\_\_\_\_

Personal Testimony: \_\_\_\_\_  
 Teacher & Staff Handbook: \_\_\_\_\_  
 State or ACSI Certification: \_\_\_\_\_  
 \_\_\_\_\_ Transcripts: \_\_\_\_\_  
 \_\_\_\_\_ Transcripts: \_\_\_\_\_  
 \_\_\_\_\_ Transcripts: \_\_\_\_\_

**Mission Valley Christian Academy ADMINISTRATOR Application**

38907 WWJD Lane Polson MT 59860 mvcapolson.org  
 Elementary School: 406.883.6858 Middle & High School: 406.883.0706

*The Mission of MVCA is to provide a Christ-centered, quality education, to prepare students to be lifelong servant leaders.*

DATE OF APPLICATION SUBMISSION: \_\_\_\_\_

APPLICANT INFORMATION:

What date are you available to start employment?: \_\_\_\_\_

Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_  
Last First Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Current Age: \_\_\_\_\_  
Month Day Year

Driver's License State of Issue: \_\_\_\_\_

Single \_\_\_ or Married \_\_\_ Spouse's Name: \_\_\_\_\_ Do you have children: Y / N

If you do have children, please list their names and ages:

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

EDUCATION:

Schools, Graduate Work and Summer Sessions:

Type	Dates	Degree or Diploma	Major	Minor	Credit

Do you have a State or ASCI licensure or certification: \_\_\_\_\_  
 \_\_\_\_\_

**BIBLE TRAINING:**

Course	Credits Earned	Non-Traditional
Bible & Theology:		
Christian Education:		

Other formal or informal Bible training: \_\_\_\_\_

How do you personally study the Bible consistently?: \_\_\_\_\_  
 \_\_\_\_\_

**TEACHING CREDENTIALS:**

	Yes / No	Type of Credential / Subject Area	Expiration Date
ASCI Teacher Certification:			
State Teacher Certification:			

**ADMINISTRATIVE CREDENTIALS:**

	Yes / No	Type of Credential / Subject Area Including State	Expiration Date
ACSI Administrative Certification:			
State Administrative Certification:			

**TEACHING/ADMINISTRATIVE EXPERIENCE:**

	Public School	Private School
Years of Teaching Experience		
Years of Administrative Experience		

TEACHING EXPERIENCE:

Grade	Subject(s)	School Name	Address	Principal	Year(s)

Present Employer & Address: \_\_\_\_\_

PREVIOUS EMPLOYMENT RECORD:

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ From – To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ From – To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ From – To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Other Work Experience: \_\_\_\_\_

GRADE LEVELS:

What grade levels have you taught if any? \_\_\_\_\_

MVCA STATEMENT OF FAITH:

There is only one GOD, who is infinitely perfect, existing eternally in three persons; FATHER, SON and HOLY SPIRIT

- Isaiah 43:10 10 “You are my witnesses,” declares the Lord, “and my servant whom I have chosen, that you may know and believe me and understand that I am he. Before me no god was formed, nor shall there be any after me.
- John 1:1–3 1 In the beginning was the Word, and the Word was with God, and the Word was God. 2 He was in the beginning with God. 3 All things were made through him, and without him was not any thing made that was made.
- John 3:16 16 “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.
- 2 Corinthians 13:14 14 The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.

JESUS CHRIST is True GOD and True Man who was conceived by the HOLY SPIRIT and born of the Mary who was a virgin. He died upon the cross, the just for the unjust as a substitution for sacrifice. All who believe in Him are justified on the ground of His shed blood. Jesus rose from the dead according to the scriptures and He is now at the right hand of His Majesty on High as our Great Priest.

- Matthew 1:18–23 18 Now the birth of Jesus Christ took place in this way. When his mother Mary had been betrothed to Joseph, before they came together she was found to be with child from the Holy Spirit. 19 And her husband Joseph, being a just man and unwilling to put her to shame, resolved to divorce her quietly. 20 But as he considered these things, behold, an angel of the Lord appeared to him in a dream, saying, “Joseph, son of David, do not fear to take Mary as your wife, for that which is conceived in her is from the Holy Spirit. 21 She will bear a son, and you shall call his name Jesus, for he will save his people from their sins.” 22 All this took place to fulfill what the Lord had spoken by the prophet: 23 “Behold, the virgin shall conceive and bear a son, and they shall call his name Immanuel” (which means, God with us).
- Matthew 28:6 6 He is not here, for he has risen, as he said. Come, see the place where he lay.
- Isaiah 53:5 5 But he was pierced for our transgressions; he was crushed for our iniquities; upon him was the chastisement that brought us peace, and with his wounds we are healed.
- Titus 2:14 14 who gave himself for us to redeem us from all lawlessness and to purify for himself a people for his own possession who are zealous for good works.
- Hebrews 7:25 25 Consequently, he is able to save to the uttermost those who draw near to God through him, since he always lives to make intercession for them.
- Hebrews 4:14 14 Since then we have a great high priest who has passed through the heavens, Jesus, the Son of God, let us hold fast our confession.
- Romans 3:24–25 24 and are justified by his grace as a gift, through the redemption that is in Christ Jesus, 25 whom God put forward as a propitiation by his blood, to be received by faith. This was to show God’s righteousness, because in his divine forbearance he had passed over former sins.
- John 20:9 9 for as yet they did not understand the Scripture, that he must rise from the dead.

The HOLY SPIRIT is a divine Person, sent to indwell, guide, teach and empower the believer and convict the world of sin, of righteousness and of judgment.

- John 14:16–17 16 And I will ask the Father, and he will give you another Helper, to be with you forever, 17 even the Spirit of truth, whom the world cannot receive, because it neither sees him nor knows him. You know him, for he dwells with you and will be in you.
- Acts 1:5 5 for John baptized with water, but you will be baptized with the Holy Spirit not many days from now.”
- Acts 1:8 8 But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”
- Galatians 5:16 16 But I say, walk by the Spirit, and you will not gratify the desires of the flesh.
- Galatians 5:25 25 If we live by the Spirit, let us also keep in step with the Spirit.

The Old Testament and New Testament are inerrant and infallible as originally given, were verbally inspired by GOD and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice.

- 2 Timothy 3:16–17 16 All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, 17 that the man of God may be complete, equipped for every good work.
- 2 Peter 1:19–21 19 And we have the prophetic word more fully confirmed, to which you will do well to pay attention as to a lamp shining in a dark place, until the day dawns and the morning star rises in your hearts, 20 knowing this first of all, that no prophecy of Scripture comes from someone’s own interpretation. 21 For no prophecy was ever produced by the will of man, but men spoke from God as they were carried along by the Holy Spirit.
- John 5:39 39 You search the Scriptures because you think that in them you have eternal life; and it is they that bear witness about me,
- Matthew 24:35 35 Heaven and earth will pass away, but my words will not pass away.
- Psalms 119:89 89 Forever, O Lord, your word is firmly fixed in the heavens.

Man was created in the image and likeness of GOD; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, and are separated from the life of GOD and can be saved only through the atoning work of the LORD JESUS CHRIST.

- Genesis 1:27 27 So God created man in his own image, in the image of God he created him; male and female he created them.
- Romans 3:23 23 for all have sinned and fall short of the glory of God,
- Psalms 51:5 5 Behold, I was brought forth in iniquity, and in sin did my mother conceive me.
- Romans 5:12 12 Therefore, just as sin came into the world through one man, and death through sin, and so death spread to all men because all sinned—
- Romans 5:15–19 15 But the free gift is not like the trespass. For if many died through one man’s trespass, much more have the grace of God and the free gift by the grace of that one man Jesus Christ abounded for many. 16 And the free gift is not like the result of that one man’s sin. For the judgment following one trespass brought condemnation, but the free gift following many trespasses brought justification. 17 For if, because of one man’s trespass, death reigned through that one man, much more will those who receive the abundance of grace and the free gift of righteousness reign in life through the one man Jesus Christ. 18 Therefore, as one trespass led to condemnation for all men, so one act of righteousness leads to justification and life for all men. 19 For as by the one man’s disobedience the many were made sinners, so by the one man’s obedience the many will be made righteous.

Salvation has been provided through JESUS CHRIST for all men; for those who repent and believe in Him, accept Him as their personal LORD and SAVIOR, are born again of the HOLY SPIRIT and receive the gift of eternal life and become children of GOD.

- Romans 5:1–2 1 Therefore, since we have been justified by faith, we have peace with God through our Lord Jesus Christ. 2 Through him we have also obtained access by faith into this grace in which we stand, and we rejoice in hope of the glory of God.
- Romans 6:23 23 For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.
- Romans 8:1 1 There is therefore now no condemnation for those who are in Christ Jesus.
- John 6:47 47 Truly, truly, I say to you, whoever believes has eternal life.
- Ephesians 2:13 13 But now in Christ Jesus you who once were far off have been brought near by the blood of Christ.
- John 3:16 16 “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.

The Church consists of all those who believe in the LORD JESUS CHRIST, are redeemed through His blood, are born again of the HOLY SPIRIT, and Christ is the Head of the Body of believers. The Church has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local Church is a body of believers in CHRIST who are joined together for the worship of GOD, for edification through the Word of GOD, for prayer, fellowship and the proclamation of the Gospel and observance of the ordinances of Baptism and the Lord’s Supper.

- Romans 6:4 4 We were buried therefore with him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life.
- Romans 12:5 5 so we, though many, are one body in Christ, and individually members one of another.
- Acts 2:47 47 praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.
- 1 Corinthians 11:26 26 For as often as you eat this bread and drink the cup, you proclaim the Lord’s death until he comes. 28 Let a person examine himself, then, and so eat of the bread and drink of the cup.

- 1 Corinthians 12:12–27 12 For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. 13 For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit. 14 For the body does not consist of one member but of many. 15 If the foot should say, “Because I am not a hand, I do not belong to the body,” that would not make it any less a part of the body. 16 And if the ear should say, “Because I am not an eye, I do not belong to the body,” that would not make it any less a part of the body. 17 If the whole body were an eye, where would be the sense of hearing? If the whole body were an ear, where would be the sense of smell? 18 But as it is, God arranged the members in the body, each one of them, as he chose. 19 If all were a single member, where would the body be? 20 As it is, there are many parts, yet one body. 21 The eye cannot say to the hand, “I have no need of you,” nor again the head to the feet, “I have no need of you.” 22 On the contrary, the parts of the body that seem to be weaker are indispensable, 23 and on those parts of the body that we think less honorable we bestow the greater honor, and our unpresentable parts are treated with greater modesty, 24 which our more presentable parts do not require. But God has so composed the body, giving greater honor to the part that lacked it, 25 that there may be no division in the body, but that the members may have the same care for one another. 26 If one member suffers, all suffer together; if one member is honored, all rejoice together. 27 Now you are the body of Christ and individually members of it.
- Matthew 28:19–20 19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”
- Psalms 111:1 1 Praise the Lord! I will give thanks to the Lord with my whole heart, in the company of the upright, in the congregation.
- Hebrews 10:24–25 24 And let us consider how to stir up one another to love and good works, 25 not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.
- Acts 2:41 41 So those who received his word were baptized, and there were added that day about three thousand souls.

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for the latter, a resurrection unto judgment.

- Revelation 7:15–17 15 “Therefore they are before the throne of God, and serve him day and night in his temple; and he who sits on the throne will shelter them with his presence. 16 They shall hunger no more, neither thirst anymore; the sun shall not strike them, nor any scorching heat. 17 For the Lamb in the midst of the throne will be their shepherd, and he will guide them to springs of living water, and God will wipe away every tear from their eyes.”
- 1 Corinthians 2:9 9 But, as it is written, “What no eye has seen, nor ear heard, nor the heart of man imagined, what God has prepared for those who love him”—
- Matthew 13:41–42 41 The Son of Man will send his angels, and they will gather out of his kingdom all causes of sin and all law-breakers, 42 and throw them into the fiery furnace. In that place there will be weeping and gnashing of teeth.
- Matthew 25:41 41 “Then he will say to those on his left, ‘Depart from me, you cursed, into the eternal fire prepared for the devil and his angels.
- Revelation 20:10 10 and the devil who had deceived them was thrown into the lake of fire and sulfur where the beast and the false prophet were, and they will be tormented day and night forever and ever. 15 And if anyone’s name was not found written in the book of life, he was thrown into the lake of fire.

The Second Coming of the LORD JESUS CHRIST will be personal and visible. This is the believer’s blessed hope and is a vital truth. CHRIST’s return encourages us to live holy and faithful lives.

- 1 Thessalonians 4:16–17 16 For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. 17 Then
- we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord.
- Titus 2:12–13 12 training us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age, 13 waiting for our blessed hope, the appearing of the glory of our great God and Savior Jesus Christ,
- Hebrews 9:28 28 so Christ, having been offered once to bear the sins of many, will appear a second time, not to deal with sin but to save those who are eagerly waiting for him.

Are you in complete agreement with the Statement of Faith? Yes: \_\_\_ No: \_\_\_ If not, please share your reasons:

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CHRISTIAN BACKGROUND AND VIEW: (Please use a separate sheet of paper if additional space is needed.)

Do you know for certain that if you were to die today you would go to heaven? \_\_\_\_\_ Why? \_\_\_\_\_

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Church presently attending: \_\_\_\_\_ Denominational Preference: \_\_\_\_\_

Church activities you (and your family) are involved in (Please indicate degree of regularity.): \_\_\_\_\_

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As an administrator in a Christian school, on what basis would you require obedience of your staff and students?

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What experience do you have serving as a mentor to someone? What did/do you enjoy and what did/do you dislike during mentorship?

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Are you prepared to lead a young person to accept Jesus Christ as their personal Savior? Yes \_\_\_ No \_\_\_

Please explain why or why not: \_\_\_\_\_

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How do you live out your faith on a daily basis?

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ACTIVITIES: (Indicate Memberships if Any)

Civic: \_\_\_\_\_

Church: \_\_\_\_\_

Cultural: \_\_\_\_\_

Professional: \_\_\_\_\_

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

Other Skills, Hobbies and Abilities: (Special course, certificates, licenses, languages, etc.) \_\_\_\_\_

Mission Valley Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic or other school administered programs.

MISSION STATEMENT

The goal of Mission Valley Christian Academy (MVCA) is to provide a CHRIST centered quality education to prepare students to be lifelong servant leaders. To meet this goal MVCA strives to provide the following offerings for each student:

- (1) spiritually mature and academically competent teachers and Administrators
- (2) strong academics offering knowledge, understanding and appreciation of the arts, humanities and sciences
- (3) involvement in a student body comprised of a strong majority of Christians seeking to improve their spiritual life
- (4) spiritual development through all school activities
- (5) close individual association with Teachers, Administrators and Staff members
- (6) proper relationships and activities with peers; and
- (7) ongoing physical education opportunities, including interscholastic competitions and recreational activities

OUR VISION...

We expect to be a Christian school that challenges youth to aspire toward lives of character, integrity, service, and influence. We desire to expand our campus to ensure the future of MVCA in this community. Our hope is to continue to grow and provide excellent academic and extracurricular environments for our students.

OUR HISTORY...

MVCA was established in 1993 as a non-denominational Christian School committed to providing a Biblically based education to students Preschool through 12<sup>th</sup> grade. The 2008 school year started with a new facility in Polson and in January 2022 MVCA began offering full and half day Preschool classes. MVCA is a member of the Association of Christian Schools International, AdvancEd, and is a past member of the Association of Classical Christian Schools.



## OUR PURPOSE...

GOD has given the primary responsibility for teaching and training of young people to parent(s)/legal guardian(s). The rationale for the existence of MVCA is to assist parent(s)/legal guardian(s) as an extension of the Christian home, in providing an education that is thoroughly and distinctively CHRIST centered. It is our goal through teaching and training to prepare young people to function as individuals who can reason and relate all issues of life to the doctrinal foundation of the Christian worldview.

## EXPECTED STUDENT OUTCOMES

### **SPIRITUAL**

MVCA desires to train students to be lifelong servant leaders. To get there, our students must know how to engage in real world application of biblical knowledge. “Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

MVCA students will:

1. Commit to and develop a personal relationship with Jesus Christ.
2. Know, understand, and apply God’s Word as a standard for daily life.
3. Understand and value the entity of the Holy Spirit.
4. Become active Christian servant-leaders of their home, church, and community.

### **Social & Emotional**

MVCA staff model to students how to put Jesus first, others second, and self, last. God created humans as social beings, with a responsibility to value God, others, and all the elements of God’s creation. All at MVCA will be encouraged to surrender their lives to the Lordship of Christ. “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” Philippians 2:3-4

MVCA students will:

1. Value every human being as created in the image of God.
2. Display the fruit of the Spirit, “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control” as listed in Galatians 5:22-23.
3. Display Christ’s heart, exhibiting justice and mercy in their relationships and resolve conflict (per Matthew 18) in a God-honoring way.
4. Practice responsible stewardship of their resources and God’s creation.
5. Understand that work has purpose and is ordained by God.

### **Academic**

MVCA reaches high academic standards using God’s Word. A quality, Christ-centered education enables students to become lifelong learners, fully equipped to evaluate the issues of life using biblical principles. “A student is not above his teacher, nor a servant above his master.” Matthew 10:24

MVCA student will:

1. Be proficient in math, science, reading, writing, speaking, and listening.
2. Have a knowledge and understanding of events and movements of history and the cultures of other people and places, helping to dispel prejudice.
3. Appreciate literature, the arts, languages and understand how they express and shape beliefs and values.
4. Know how to responsibly access media to find, analyze, and evaluate information.
5. Have the critical thinking skills to question, problem-solve, and make wise decisions.
6. Value intellectual inquiry and are prepared to engage in the open and honest exchange of ideas.

### **Physical**

A quality, Christ-centered education produces well-rounded stewards of all God has given to us, including the human body. MVCA academics and activities are geared to the physical well-being of all students. “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body.” 1 Corinthians 6:19-20

MVCA students will:

1. Treat their bodies as the temple of the Holy Spirit, practicing principles consistent with moral living.
2. Respect the boundaries of others and others' belongings.
3. Demonstrate good sportsmanship in all classroom and extracurricular activities.
4. Honor God by treating their body according to the biblical standard of appropriate choices, grooming, attire, rest, care, hygiene, nourishment, and exercise.

### SPIRITUAL GOALS

MVCA strives to:

- teach GOD IS TRUTH.
- teach that GOD reveals Himself to man through the BIBLE.
- present JESUS CHRIST as LORD and Savior whom every student has opportunity to personally receive.
- present the HOLY SPIRIT as the REVEALER and TEACHER OF TRUTH.
- encourage students to develop a heart attitude for daily fellowship and communion with GOD.
- encourage each individual to know and obey GOD's will that the peace of GOD might rule in his/ her heart.
- encourage each individual to live a life consistent with and worthy of the Gospel of the LORD JESUS CHRIST.
- teach students how to identify and deal with temptation and sin.
- encourage each individual to develop self-discipline and personal responsibility based on respect for and submission to GOD and those whom GOD has placed in authority over him or her.

### ACADEMIC GOALS

MVCA desires to:

- develop the individual's potential academic abilities by promoting high academic standards within the curriculum.
- teach and encourage students to develop good personal study habits.
- instill in each student a desire to learn, reason logically, think critically and study independently using Biblical criteria for evaluation.
- develop an appreciation for the fine arts by teaching that fine arts can strengthen the inner man, reveal the individual's inner GOD-given talents, and encourages personal expression.
- encourage students to pursue areas of personal interest and develop their GOD-given abilities.
- promote responsible citizenship through Biblical concepts.
- teach a GOD centered view of history, government, science, and other sociological studies related to current events and GOD's plan for man and the world.

### PHYSICAL GOALS

MVCA endeavors to teach:

- that bodily discipline in pursuit of godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of GOD.
- good sportsmanship and teamwork by applying Christian principles of self-control and CHRIST-like character while participating in physical recreation.
- that God has given us all things and requires us to be faithful stewards of all we own or use.
- Biblical perspectives towards marriage and the family.
- each individual that his or her conscience is a gift from GOD and needs to be respected, guarded and developed according to Biblical principles.
- that each individual is personally responsible and accountable for his or her thoughts, words, emotions and actions, and to teach the consequences suffered when we violate the principles of GOD's word.
- the individual to practice Christian principles in each area of responsibility in which GOD has placed him or her.

We intend that at every stage of his or her development each student, with the help of the LORD, will be loved with CHRIST's love at MVCA.

REFERENCES

1. **Pastoral** - Pastor of the church you are now attending.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. **Professional** - Someone who has supervised your work, preferably in education.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. **Friend** - A person who has known you for several years (not a relative).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

BACKGROUND CHECK INFORMATION:

Previous Addresses in the last 7 years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority? Yes: \_\_\_ No: \_\_\_

If yes, please submit a separate statement containing the following information for each such conviction:

- a) Offense for which convicted
- b) Brief description of facts regarding offense for which convicted
- c) Date of conviction
- d) Applicant's age at time of conviction
- e) Name and (if known) address of convicting entity, (court, law enforcement, or military authority)
- f) If placed on probation or parole, name, and address of supervising officer
- g) Extenuating circumstances, if any, regarding offense
- h) Subsequent efforts at rehabilitation and results of same

Is there currently pending against you any criminal charge? Yes: \_\_\_\_ No: \_\_\_\_

If yes, please submit a separate statement containing the following information for each such charge:

- a) Identity of charge
- b) Name and (if known) address of charging entity
- c) Brief description of facts regarding offense for which charged
- d) Extenuating circumstances, if any, regarding offense
- e) Subsequent efforts at rehabilitation and results of the same

BACKGROUND CHECK AUTHORIZATION:

I hereby authorize Mission Valley Christian Academy and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment purposes. I understand that the scope of the consumer report/investigative consumer report may include, but not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to Mission Valley Christian Academy or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. Mission Valley Christian Academy and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Notice to California, Minnesota and Oklahoma Residents: Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.



## Statement of Handbook Acceptance

I have received and read a copy of the current employee handbook. By signing this document, I acknowledge that I understand the rules and information contained in it and I agree to adhere to all provisions. I understand the information found in this handbook is subject to change. I understand that the acting administration will communicate any change. I accept the responsibility for keeping myself informed of all changes.

I, \_\_\_\_\_ have read and agree to adhere to all stated information in the MVCA

Teacher & Staff Handbook.

I certify that this application is correct. I have read, understood, and agree with the school's guidelines and policies in the Teacher/Staff Handbook and will conduct myself in accordance with it and the Statement of Faith listed above. I also agree to and authorize a background check run against the information provided in this application as a condition of my employment.

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Applicant Signature

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Date