

# VERITAS CHRISTIAN ACADEMY *of* HOUSTON

7000 Ferris St.  
Bellaire, Texas 77401  
[www.OneGreatSchool.com](http://www.OneGreatSchool.com)

## INITIAL STAFF NON-TEACHING APPLICATION

We appreciate your interest in Veritas Christian Academy of Houston. Please fill out this initial application and return it to our school office at the address above or via e-mail to [hr@veritasca.org](mailto:hr@veritasca.org). If an opening occurs for which it appears you may qualify for, we will contact you for a personal interview. If we have continued interest in your candidacy, we will contact your references and may ask you for a second interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who demonstrate a sincere love for children, and who, by the pattern of their lives, are Christian role models. It is our prayer that God will fulfill His Perfect will in the lives of all applicants. Should you have any questions, please forward them to our human resources department at [hr@veritasca.org](mailto:hr@veritasca.org).

The following is a list of required items (if applicable) without which the application process will not be complete:

- This Initial Application Form completed
- Copy of all college transcripts or certifications if any
- Handwritten personal testimony & signature on last page
- Two professional and one pastoral reference form with only Part I completed.

### 1. APPLICANT'S NAME AND ADDRESS

Full Name:		Date of birth: ____ / ____ / ____	
Application date: ____ / ____ / ____		Date available: ____ / ____ / ____	
Present Address:			
Phone: Days (____) _____	Evenings: (____) _____	Cell Phone: (____) _____	
Best time to call you?		Soc. Sec. No.	
E-mail address:			
How long have you lived at the above address?			
Permanent Address and Phone Number if different than present address:			

**\*Please list any additional address where you have resided at any time during the past five years.**

### 2. POSITION DESIRED

Please indicate the grade or subject in order of preference: <input type="checkbox"/> After- School Care _____ <input type="checkbox"/> Substitute _____ <input type="checkbox"/> Secretary: _____ <input type="checkbox"/> Teacher's Aid: _____ <input type="checkbox"/> Other: _____	Full time _____  Part time _____
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Why would you like to work at Veritas?

How did you hear about us?

**Special Abilities (if any)**

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise or coach. Indicate grade or ability levels.

Do you speak/write and read fluently any languages other than English?  
 No \_\_\_ Yes \_\_\_ Specify \_\_\_\_\_

Do you play any musical instruments?  
 No \_\_\_ Yes \_\_\_ Specify \_\_\_\_\_

How familiar are you with the following?

1 – Never heard of it 2- Do not know much about it 3 – Used it a few times  
 4 – Comfortable with it 5 – Use it on a regular basis and know well most of its features

___ Word/Word Perfect	___ Excel/Quattro Pro	___ Outlook	___ Quick Books
___ Accelerated Reader	___ Accelerated Math	___ HTML	___ Adobe Acrobat
___ Ren Web	___ Internet	___ Power Point	___ Publisher

What specific talents and or experience do you believe you can bring to the position for which you are applying?

**Future Plans**

What would you like to be doing in five years from now?

### 3. SPIRITUAL BACKGROUND

On a separate sheet of paper, in your own handwriting, briefly give your Christian testimony.

What is the Bible to you?
Denominational preference:
What is your local church affiliation?
Are you presently a member in good standing? <span style="float: right;">Years?</span>
Please describe your church involvement and attendance:
Please describe your involvement in other extra-curricular activities:
Describe your experience (if any) with other private Christian schools:
Any previous knowledge or contact with Classical schools?

### 4. PROFESSIONAL QUALIFICATIONS

**\*Please attach photocopies of all your college transcripts if any. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

**Formal training if any:** What degree or degrees do you hold?

Date Received	Degree	Issuing Institution
Your Major (s)		
Your Minor (s)		

## 5. EMPLOYMENT HISTORY

Starting with your current or most recent employer, please give details regarding your past three employers.

1. Employer	
Position	Dates of Employment
Address	
Supervisor's Name, Phone Number, E-mail	
Reason for leaving	

2. Employer	
Position	Dates of Employment
Address	
Supervisor's Name, Phone Number, E-mail	
Reason for leaving	

3. Employer	
Position	Dates of Employment
Address	
Supervisor's Name, Phone Number, E-mail	
Reason for leaving	

Have you ever worked under a different name for any of the employers you have listed? If so, what name or names?
Have you already signed a contract for next year with another institution? Yes ___ No ___

**6. PERSONAL REFERENCES**

Give three references who are qualified to speak of your **spiritual experience and Christian service**. List **your current pastor first**. Please, do not list family members or relatives for references.

Name	Complete Address or E-Mail	Phone	Position

Give three references who are qualified to speak of your **professional training and experience**. List **you current or most recent principal or supervisor first**.

Name	Complete Address or E-Mail	Phone	Position

**7. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Veritas Christian Academy 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 statement or a significant omission of fact will prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am hired under these circumstances, I further understand that I will be paid and receive benefits only through the day of release. I authorize Veritas Christian Academy to thoroughly investigate and obtain any information from references, work records, evaluations, education, criminal background checks, military services, residential management agents, credit reporting services, procurement of consumer credit reports and other matters related to my suitability for employment.

In addition, I hereby authorize all corporations, companies, schools, credit reporting agencies, persons, military services, current and former employers to release orally or in writing any and all information they may have about me to Veritas Christian Academy. Furthermore, I hereby release Veritas Christian Academy, my former employers, references, and all other parties releasing information about me to Veritas Christian Academy from any and all damages, claims, demands, or liabilities arising out of or in any way related to such investigation and disclosure and I agree not to sue them for defamation or any other cause of action based upon any statements they make to Veritas Christian Academy.

I waive all the rights I may have to ever receive a copy of or personally view any written statements or references given to Veritas Christian Academy. Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as are necessary for such an investigation. I authorize Veritas Christian Academy to conduct a criminal records check. I further agree to fully cooperate with Veritas Christian Academy's background investigation of me, and to sign any waivers or releases that may be necessary or desirable to obtain access to relevant information. In the event that any employer, former employer or federal, state, or local governmental agency, credit reporting agency, criminal justice agency, military service, residential management agent, or any individual will not release reference information or criminal history information directly to Veritas Christian Academy, I agree to personally request such information to the extent permitted by law.

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.

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

\_\_\_\_\_  
Date