



1307 Lebanon Road Nashville, TN 37210 615-843-5830

## Employment Application

### Applicant Information

PLEASE PRINT

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Referred By: \_\_\_\_\_

Position Applying For: PLEASE CIRCLE ONE

Full-Time Teacher    Part-Time Teacher    Substitute Teacher

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

If you are applying for a teaching position, which classes are you interested in?

PLEASE CIRCLE

Infant    1 Year Olds    2 Year Olds    3 Year Olds    4 & 5 Year Olds/Pre-K

What days and hours are you available? \_\_\_\_\_

Why are you interested in this position? \_\_\_\_\_

Have you ever been convicted of an offense? Yes or No

If yes, please explain: \_\_\_\_\_

*As per state law VLC does require a fingerprint sample to run a complete background check.*

### Educational Background

High School: \_\_\_\_\_ City/State: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_

Graduation Date or Years Attended: \_\_\_\_\_ Major/Area of Study: \_\_\_\_\_

Faculty Reference Name: \_\_\_\_\_ Phone or E-mail: \_\_\_\_\_

Other Education or Relevant Training (TECTA, CDA, etc.) - Include institution name, dates

attended and type of certificate earned. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



1307 Lebanon Road Nashville, TN 37210 615-843-5830

### Employment Application

Please list any skills, talents or abilities you possess that are relevant to the position you're applying for: \_\_\_\_\_

\_\_\_\_\_

List any areas in which you feel a need for continued training and/or development:

\_\_\_\_\_

### Employment History

Start with your present job or most recent employment. Use the back of this page if you need additional space. Explain any gaps in employment. Attach your resume, if you have one.

Title/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_



1307 Lebanon Road Nashville, TN 37210 615-843-5830

## Employment Application

### Volunteer Work

Title/Position: \_\_\_\_\_

Agency/Ministry/Association Name: \_\_\_\_\_

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

Dates of Activity: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Agency/Ministry/Association Name: \_\_\_\_\_

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

Dates of Activity: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

### Professional References

Please list three individuals who have first-hand knowledge of your job-related skills and character. Professional References may not be family members or employers listed previously.

1. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

2. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

3. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

How do you know this person? \_\_\_\_\_



1307 Lebanon Road Nashville, TN 37210 615-843-5830

## Employment Application

### Applicant Signature

PLEASE READ AND SIGN BELOW

*I certify that the information I have provided in this application is factual to the best of my knowledge. I authorize Victory Learning Center and Victory Fellowship Church to verify all of the above. I understand that this application does not guarantee me a position with Victory Learning Center or Victory Fellowship Church, now or in the future. Should I become employed, any statement found to be false on this application shall be considered sufficient cause for immediate dismissal.*

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

---

#### For VLC Staff Use Only

Application Received on: \_\_\_\_\_ By: \_\_\_\_\_

Interview Date/Time: \_\_\_\_\_ Sent for Background Check (No/Yes/Date): \_\_\_\_\_

Background Check Returned on: \_\_\_\_\_ Observation Date/Time: \_\_\_\_\_

Reference 1 Contacted on: \_\_\_\_\_ Notes: \_\_\_\_\_

Reference 2 Contacted on: \_\_\_\_\_ Notes: \_\_\_\_\_

Reference 3 Contacted on: \_\_\_\_\_ Notes: \_\_\_\_\_

Training/Employment Start Date: \_\_\_\_\_ Starting Wage: \_\_\_\_\_

Applicant Social Security Number: \_\_\_\_\_ Eligible for benefits beginning: \_\_\_\_\_