

# TEAM

*victory*

*VICTORY CHRISTIAN SCHOOL  
EMPLOYMENT APPLICATION*



## Dear Applicant,

Thank you for your interest in joining the Ministry Team at Victory or one of our affiliated ministries. We are excited about assisting you with your desire to serve the Lord as a staff member. We are also here to guide you through the application and approval process as well as finding the right place within the church according to your God-given gifts, talents, and desires.

Employment opportunities with Victory go beyond ordinary expectations for work as all staff members are viewed as members of our Ministry Team. Church membership, regular attendance, and consistent ministry support through giving are standards for all staff members. Additionally as a member of our Team, we require all staff members to agree to a “**Christian Code of Conduct**” and our “**Statement of Faith**.” Our Statement of Faith can be found online at: <http://victory.com/connect/about/> within the “*What We Believe*” section.

Because we minister to a diverse number of children and youth, we must be very thorough in our screening process of applicants and comply with government agency regulations concerning minors. As part of our screening process we will be asking you to authorize a criminal background search for each of the states where you have been a resident since age 18.

### Please submit your completed application to:

1. **Human Resources Department** located in the main church building south of the First Floor Chapel; (or)
2. **Dream Team Application Drop-Box** located in various lobby locations of the Worship Center on South Lewis Ave.
3. Completing this Employment Application fully and accurately will help us process your request in a timely manner. We would also welcome you to include a copy of your resume and cover letter.
4. Upon approval of your application, a member of our Human Resources Team will contact you with additional instructions.

If you have any questions, please contact our office by calling **(918) 491-7717** or by e-mailing [hr@victory.com](mailto:hr@victory.com). Thank you again for your interest. We look forward to serving with you!

Sincerely,

### **Human Resources**

7700 S. Lewis Ave  
Phone: 918-491-7717  
Fax: 918-499-4673  
[hr@victory.com](mailto:hr@victory.com)

**EEO NOTICE:** Victory provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, disability or genetics. As a faith-based organization, Victory maintains bona fide occupational qualifications based upon religious criteria. In addition to federal law requirements, Victory complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This document and all contents is Copyright protected by Victory Christian Center, Inc. 2018 ©. All information provided by applicants is to be considered confidential and may only be used by Victory Christian Center, its agents or assigns for the official purposes intended.

# Victory Christian School Employment Application

|       |
|-------|
| Date: |
|-------|

## PERSONAL INFORMATION:

|                 |              |                 |
|-----------------|--------------|-----------------|
| First Name:     | Middle Name: | Last Name:      |
| Daytime Phone:  | Cell Phone:  | E-Mail Address: |
| Street Address: |              | PO Box:         |
| City:           | State:       | Zip:            |

### Type of Position:

- Full-time
- Part-time
- Student Teaching

Position Applying for: \_\_\_\_\_

Date Available: \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

## ACADEMIC PREPARATION: *(Please forward original copies of official transcripts.)*

| Undergraduate School | Major | Minor | No. of Credits | G.P.A. | Degree Received |
|----------------------|-------|-------|----------------|--------|-----------------|
|                      |       |       |                |        |                 |
|                      |       |       |                |        |                 |
|                      |       |       |                |        |                 |

| Graduate School | Major | Minor | No. of Credits | G.P.A. | Degree Received |
|-----------------|-------|-------|----------------|--------|-----------------|
|                 |       |       |                |        |                 |
|                 |       |       |                |        |                 |
|                 |       |       |                |        |                 |

Christian Education Courses: \_\_\_\_\_

Academic Honors: \_\_\_\_\_

Leadership Experience: \_\_\_\_\_

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

Technical / Computer Skills: \_\_\_\_\_

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

**PROFESSIONAL INFORMATION:** *(Provide an original copy of your certification/license.)*

| Certification | Subjects / Grades | Cert. Number | Exp. Date | State |
|---------------|-------------------|--------------|-----------|-------|
|               |                   |              |           |       |
|               |                   |              |           |       |
|               |                   |              |           |       |
|               |                   |              |           |       |

If not certified, are all requirements fulfilled for certification in the state of Oklahoma?  Yes  No

If no, what are your plans for certification? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY:** *(Please attach resume. List current or most recent employer first.)*

| Employer | Job Title | Immediate Supervisor | Dates |
|----------|-----------|----------------------|-------|
|          |           |                      |       |
|          |           |                      |       |
|          |           |                      |       |
|          |           |                      |       |

**TEACHING EXPERIENCE:** *(List current or most recent first.)*

| School | Address | Dates | Subjects | Grades |
|--------|---------|-------|----------|--------|
|        |         |       |          |        |
|        |         |       |          |        |
|        |         |       |          |        |
|        |         |       |          |        |

Do you have a valid Commercial Driver's License (CDL) to drive a bus?  Yes  No

**REFERENCES:** (Please provide at least 3 adult references of people you have known for at least one year. Examples include Professional, Ministerial, and Personal.)

| Name / Relationship | E-Mail | Phone |
|---------------------|--------|-------|
|                     |        |       |
|                     |        |       |
|                     |        |       |
|                     |        |       |
|                     |        |       |

**SPIRITUAL LIFE:**

| QUESTIONS   | YES           | NO |
|---|---------------|----|
| Have you received Jesus Christ as your Savior and Lord?                               |               |    |
| Have you received the baptism of the Holy Spirit?                                     |               |    |
| Have you been water baptized?   |               |    |
| Are you committed to growing in the Lord by praying and reading your Bible regularly? |               |    |
| Have you become a member of Victory?  |               |    |
| Have you completed Victory's <b>Growth Track</b> ?                                    |               |    |
| Do you fully support Victory's Statement of Faith?                                    |               |    |
| Are there any <i>legal</i> reasons you may <b>NOT</b> be able to serve at Victory?    |               |    |
| Provide the date you became a believer ( <i>if known</i> ):                           | Date:         |    |
| Approximately how long have you been attending Victory?                               | Years/Months: |    |

**VOLUNTARY DISCLOSURE:**

Because of our ministry to children, Victory performs Criminal Records Checks (CRC) for all employees and volunteers. Information obtained will not necessarily prevent volunteer or employment opportunities and will be maintained as strictly confidential. (Please ensure to provide the needed details with the attached authorization form.)

| QUESTIONS   | YES | NO |
|---|-----|----|
| Have you ever participated in, been charged with, or convicted of any violent crime(s)?   |     |    |
| Have you ever participated in, been charged with, or convicted of child abuse or neglect? |     |    |

## PERSONAL TESTIMONY:

(Please share a brief testimony of your Christian experience. You may attach additional pages or documents if needed as a vital part of your personal testimony. While your application will be maintained with full confidentiality any information you voluntarily provide may be used as a part of the approval process.)

---

---

---

---

---

---

---

---

---

---

## VICTORY CODE OF CHRISTIAN CONDUCT:

Victory exists to connect people to God and each other, equip people through the teaching of God's Word, and empower the church to reach out locally and globally with God's love. As an employee you are serving as an ambassador of Victory. Therefore, you must be willing to live your life Holy to God and in a manner that reflects the Lord Jesus Christ. By signing the statements below, you are acknowledging you will faithfully adhere to the following:

| Initial Your Agreement to Each Section Below |  |
|--|--|
|  | <b>I commit</b> to live my life in holiness, purity, and integrity by refraining from all immoral, unethical or illegal acts (as defined by the Holy Bible). This includes all immoral sexual activity, homosexual activity, gambling, the use of alcoholic beverages, tobacco products, illegal drugs, and any forms of willful self-abuse; |
|  | <b>I commit</b> to protect my mind and spirit by abstaining from corrupt forms of entertainment such as pornography, movies, and internet activities containing inappropriate content;   |
|  | <b>I commit</b> to cultivating a life of good relationships by being free from bitterness, envy, strife, and un-forgiveness;   |
|  | <b>I commit</b> to supporting the work of the ministry by consistent regular giving through tithes and offerings;  |
|  | <b>I commit</b> to intentionally pursue Gods purpose and calling for my life, and to be a positive witness for the church both publically and privately.   |

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

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

**ACKNOWLEDGMENT:** *(Please read before signing)*

In the event of my employment with Victory Christian Center, I will comply will all rules and regulations as set forth in the Employee Handbook, policy manual, or other communications distributed to all employees.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect the review of this application in an unfavorable way.

I authorize Victory Christian Center and its agents to use the above information in completing an investigation into my employment history.

I further grant permission to Victory Christian Center to contact my former employers and references to secure the information deemed necessary to evaluate my potential as a Victory Christian Center employee.

I understand this information will be strictly confidential.

I waive any rights I might have to see the comments of my former employers or references.

I release all references and agencies, Victory Christian Center, and any associated organizations, employers, and agents from any potential liability for damages that could possibly accrue to me or my family as a result of providing information due to these requests.

I understand that any material omission or misrepresentation of any facts called for in this application is cause for immediate dismissal. I understand and agree that my employment is for no definite period, and may be terminated at any time without previous notice by either party.

I acknowledge if considered for the position(s) I am seeking, I will be provided a copy of the Job Description (or) supplied with information regarding the Essential Job Functions and certify my ability to perform those functions as a condition for employment. Further, if I am aware of any reason why I may not be able to perform any of the functions expected, I will voluntarily disclose any prerequisites for reasonable accommodations required.

I understand:

- That this application is not intended to create an employment contract, either express or implied;
- That all employees are employees at will, and either the employee or the Ministry can terminate the employment relationship at any time, for any reason;
- That the Ministry has the right to change any policies, procedures or benefits for any employees in accordance with the needs of the Ministry without notice; and
- That no representative of the Ministry has the authority to enter into any agreement with an employee or prospective employee that is contrary to the foregoing.

I hereby acknowledge that I have read and understood the foregoing disclosure and I have answered all questions on this application to the best of my knowledge.

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

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

**PLEASE RETURN COMPLETED APPLICATIONS TO:**

**Human Resources Department**

Located in the main church building south of the First Floor Chapel

(OR)

**Dream Team Application Drop-Box**

**Victory Worship Center Main Lobby**





# Victory Christian Center

7700 South Lewis Avenue • Tulsa, OK 74136

Ph. 918.491.7717 Fax 918.499.4673

## Authorization for Release of Background Information

In connection with my application with VICTORY CHRISTIAN CENTER, Inc. ("VICTORY"), I authorize VICTORY (and all of its affiliated ministries), TRAK-1, (or other) to solicit background information relative to my criminal record history. I understand that Victory may conduct inquiries into my background that may include criminal records, personal references and other public record reports pertaining to me.

**I authorize without any reservation, any person, agency, or other entity contacted by VICTORY, TRAK-1, or their agent(s) and assigns for purposes of obtaining background report information, to furnish the above mentioned information.**

I agree to release and **Hold Harmless** VICTORY, TRAK-1, employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

### PLEASE PRINT CLEARLY IN INK COMPLETING ALL PARTS OF THIS FORM

FULL LEGAL NAME \_\_\_\_\_  
First Middle Last

OTHER NAMES USED \_\_\_\_\_  
(Example: Maiden Name)

DOB \_\_\_\_\_ SS# \_\_\_\_\_ MALE FEMALE

*(Please list physical addresses only. PO Boxes will be accepted. Rural Routes will need to have City and State.)*

Current Address \_\_\_\_\_ City \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at this address? (Months/Years) \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at this address? (Months/Years) \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_  
County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long at this address? (Months/Years) \_\_\_\_\_

LIST ALL CITY/STATES RESIDED AT SINCE AGE 18: \_\_\_\_\_

Have you ever been convicted of a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If yes, explain the type of crime, date of conviction and city and state where the offense occurred.)*

| Offense | Year | City | State |
|---------|------|------|-------|
|         |      |      |       |
|         |      |      |       |
|         |      |      |       |

Signature \_\_\_\_\_ Date \_\_\_\_\_