



P.O. Box 4013  
8450 S. Sun Valley Road  
Sun Valley, AZ 86029-4013  
928-524-6211 (phone)  
928-524-3230 (fax)  
school@indianschool.org

# Sun Valley Indian School

## INSTRUCTIONS FOR APPLICATION PROCESS:

1. Complete the Application for Employment completely and as accurately as possible.
2. Complete the Written Interview.
3. Complete the Choice Point form including all information and your signature.

RETURN: the three forms listed above to:

Administrative Assistant  
Sun Valley Indian School  
P.O. Box 4013  
Sun Valley, AZ 86029

4. Two Professional Reference Forms: Ask two people you have worked with professionally to complete the reference forms.  
Forms should be **MAILED DIRECTLY TO OUR OFFICE**  
(application will not be considered complete until returned)
5. Professional Reference Form: Ask your pastor to complete the reference form and  
**MAIL DIRECTLY TO OUR OFFICE in envelope provided.**  
(application will not be considered complete until returned)

Thank you for your interest in God's work here at Sun Valley Indian

## Application for Employment –Non Teaching

Native American Ministries, Inc.  
Sun Valley Indian School  
P.O. Box 4013, 8450 S. Sun Valley Road  
Sun Valley, AZ 86029

Telephone: 928-524-6211  
Fax: 928-524-3230  
Email: school@indianschool.org

**Sun Valley Indian School is a non-profit Christian organization affiliated with the Church of the Nazarene. Our mission is "To reach children and youth for Christ and develop their Christian character through teaching and discipleship."**

Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Position(s) you are applying for \_\_\_\_\_

Name \_\_\_\_\_  
(last) (first) (middle)

Address \_\_\_\_\_

Phone: home \_\_\_\_\_ work \_\_\_\_\_

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

Available start date \_\_\_\_\_

How did you hear about this opening? \_\_\_\_\_

If hired, can you provide proof of your age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you filed an application here before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, When? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a felony or an offense involving moral turpitude? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, When? \_\_\_\_\_  
(conviction will not necessarily disqualify you from employment)

Have you ever used or been known by any other name? If yes, specify names used and for what reason. \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been dismissed from a job? If Yes, why? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have any physical or health limitations that might hinder your fulfilling essential functions of this position or affect your participation in any phase of this ministry? If yes, please explain: \_\_\_\_\_

Marital status:  single  engaged  married  separated  divorced  widowed

Number of dependents who will be living with you \_\_\_\_\_ Ages \_\_\_\_\_

**Skills and Qualifications**

Please summarize special skills and qualifications acquired from employment, military service, or other experience. Attach copies of certificates of completion if available.

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

**Employment Experience**

Starting with your present or most recent job, list your last four employers. Please complete this section even if you attaching your resume.

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____ Phone _____
Address _____
Dates Employed _____ Job Title _____
Duties _____
Reason for leaving _____
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer _____	Phone _____
Address _____	
Dates Employed _____	Job Title _____
Duties _____	
Reason for leaving _____	
May we contact?      _____ Yes      _____ No	

**Education**

Name and Location	Dates Attended	Years Completed	Diploma/Degree	Course of Study
High School:				
College:				
Other:				

**Please attach copies of your GED Certificate, high school diploma or college diploma. Describe any specialized training, apprenticeships, skills, honors, and extra-curricular activities.**

---



---



---

**Name of your church affiliation/denomination \_\_\_\_\_**

**In what ways are you involved in your church or other Christian organizations?**

---



---

**Please give a statement of your Christian testimony and experience.**

---



---



---

**Personal Information**

1. What are your hobbies?

2. What skills do you have that could be used in other areas of the ministry beside the ones that are a part of your job description?

- |   |                                     |
|---|-------------------------------------|
| _____ Preaching                             | _____ Speaking                      |
| _____ Working with Children                 | _____ Musical (instrumental/vocal?) |
| _____ Mechanical                            | _____ Cooking                       |
| _____ Building or carpentry                 | _____ Secretarial                   |
| _____ Computer Skills                       | _____ Art                           |
| _____ Pottery/ceramics                      | _____ Crafts                        |
| _____ Driving (van/bus) Do you have a CDL ? |                                     |
| _____ Other skills _____                    |                                     |

**STATEMENT OF FAITH**

- ◆ **We believe in one God; God the Father, God the Son, and God the Holy Spirit.**
- ◆ **We believe that the Old and New Testament scriptures were given by the inspiration of the Holy Spirit and contain all truth necessary to faith and Christian living. We believe the Holy Bible to be the only Word of God.**
- ◆ **We believe that man is born with a fallen nature, and is inclined to evil and that continually.**
- ◆ **We believe that the atonement through Jesus Christ is for the whole human race; that whosoever repents and believes on the Lord Jesus Christ is right in God's sight, renewed in heart and life and saved from the power of sin.**
- ◆ **We believe that believers are enabled to live a Godly life through the indwelling presence of the Holy Spirit when they commit their lives fully to God and allow the Holy Spirit to be in control.**
- ◆ **We believe that our Lord will return, the dead will be raised, and the final judgment will take place.**

**As an applicant of employment at Sun Valley Indian School, I \_\_\_\_\_, have read and understand the above listed Statements of Faith. By affixing my signature below I agree to comply with these Statements of Faith while employed at Sun Valley Indian School.**

**Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_**  
**Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_**

**DECLARATION OF ETHICAL & MORAL INTEGRITY**

**As an applicant of employment at Sun Valley Indian School, I \_\_\_\_\_ recognize, understand and adhere to the moral and ethical standards and mandates of said school. I further declare that with regard to my personal and moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Sun Valley Indian School.**

**Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_**  
**Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_**

## **POLICY STATEMENT**

**It is the policy of Sun Valley Indian School to thoroughly investigate references given during or after the employment application process. This investigation may be done by the Administrator or his/her agent(s). The results of this investigation may directly affect an applicant's eligibility for future employment with Sun Valley Indian School. Should an applicant be employed prior to this investigation, the applicant's continued employment may be directly affected by the results of this investigation.**

**I hereby certify that the information contained in this application and any attachments is true to the best of my knowledge and agree to have any of the statements checked by Sun Valley Indian School unless I have indicated to the contrary. I authorize the references listed above to provide Sun Valley Indian School any and all information concerning my previous employment and any pertinent information that they may have. I release all parties from all liability for any damage that may result from use of such information by Sun Valley Indian School. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer of employment, or if I am hired, in my dismissal from employment.**

**I hereby understand that Sun Valley Indian School is a Christian, non-profit organization and that smoking, drugs, alcohol, tobacco, and any other substances are not permitted on campus at anytime. I certify by signing below that I agree to this policy and am not involved in any such things.**

**I understand that no employee or representative of Sun Valley Indian School other than the Administrator has any authority to enter into any agreement for employment or make any agreement contrary to the foregoing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.**

**Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_**

Native American Ministries, Inc.  
Sun Valley Indian School  
P.O. Box 4013, 8450 S. Sun Valley Road  
Sun Valley, AZ 86029

Telephone: 928-524-6211  
Fax: 928-524-3230  
Email: schools@indianschool.org

## Written Interview

We realize that there can be great expense in both travel and telephone calls when one is seeking employment. Please help us get to know you better by completing this written interview. If you need more space for any question, please attach a separate piece of paper. However, please identify clearly the question answered.

1. Sun Valley Indian School is a cross-cultural, compassionate ministry to Native American children. Please discuss your call to cross-cultural ministries.
2. How would you describe your relationship with co-workers in the your last place of Employment?
3. In your previous employment when conflicts/disagreements surfaced, how did you deal with them? How was your conflict/disagreement resolved?
4. What did you like best about your last position of employment?
5. In what ministries are you presently involved at your local church?
6. Do you agree with every part of our Statement of Faith? If not, what do you disagree with?
7. Is there anything about our ministry that troubles or concerns you?

8. Why do you want to work for Sun Valley Indian School?
  
9. Are you willing to volunteer over and above the duties for which the school is able to compensate you?
  
10. How do you feel about placing your children in our school?
  
11. Please share with us your spiritual journey on a separate sheet of paper.

**Did we forget anything?**

1. Is there anything you would like to ask us?
  
2. Is there anything else you would like to share with us?

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I authorize Sun Valley Indian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral/written interviews.

I authorize the release and giving of any information requested by Sun Valley Indian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I also authorize the release and giving of any information concerning criminal and/or civil records, driving records, credentials, credit, educational records, etc.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Sun Valley Indian School.

I certify that I have carefully read and do understand the above statements.

**Applicant Name** \_\_\_\_\_  
**Applicant Signature** \_\_\_\_\_  
**Applicant Social Security No.** \_\_\_\_\_  
**Applicant Driver's License No.** \_\_\_\_\_ **State** \_\_\_\_\_  
**Date** \_\_\_\_\_

## Personal Reference Pastor

The person listed below has applied for employment at Sun Valley Indian School. Please help us by answering all the questions listed below as accurately as possible. Thank you for your assistance in this matter.

**Applicant:**

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

---

**Person supplying reference:**

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

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

Telephone: \_\_\_\_\_

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

Name of Church \_\_\_\_\_

1. I have known the applicant for \_\_\_\_\_ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

3. In what ministries/areas have the applicant been involved at your church?

4. Please expand your evaluation regarding the applicant's spiritual development.

5. Recommendation:

I recommend the applicant:

\_\_\_ Enthusiastically \_\_\_ Strongly \_\_\_ With Reservation \_\_\_ Not Recommended

Please send this form directly to:

**Sun Valley Indian School  
Attn: Administrative Assistant  
P.O. Box 4013  
Sun Valley, AZ 86029  
Fax: 928-524-3230**

## Professional Reference

The person listed below has applied for employment at Sun Valley Indian School. Please help us by answering all the questions listed below as accurately as possible. Thank you for your assistance in this matter.

**Applicant:**

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

**Person supplying reference:**

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

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

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

1. I have known the applicant for \_\_\_\_\_ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

3. Do you have any concerns or other issues regarding the applicant that we should know about? If yes, please discuss.

4. Recommendation:

I recommend the applicant:

\_\_\_\_ Enthusiastically    \_\_\_\_ Strongly    \_\_\_\_ With Reservation    \_\_\_\_ Not Recommended

**Please send this form directly to:**

**Sun Valley Indian School  
 Attn: Administrative Assistant  
 P.O. Box 4013  
 Sun Valley, AZ 86029  
 Fax: 928-524-3230**

## Professional Reference

The person listed below has applied for employment at Sun Valley Indian School. Please help us by answering all the questions listed below as accurately as possible. Thank you for your assistance in this matter.

Name of Applicant: \_\_\_\_\_

---

### Reference Person

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

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

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

1. I have known the applicant for \_\_\_\_\_ years.

2. Please rank the applicant in each category listed:

	Below Average	Average	Good	Excellent	Exceptional	No basis for Judgment
Self-discipline						
Responsibility						
Emotional Maturity						
Honesty						
Spiritual Development						
Leadership						
Respect for Cultural Differences						
Overall Evaluation						

3. Do you have any concerns or other issues regarding the applicant that we should know about? If yes, please discuss.

4. Recommendation:

I recommend the applicant:

\_\_\_\_ Enthusiastically    \_\_\_\_ Strongly    \_\_\_\_ With Reservation    \_\_\_\_ Not Recommended

Please send this form directly to:

**Sun Valley Indian School**  
**Attn: Administrative Assistant**  
**P.O. Box 4013**  
**Sun Valley, AZ 86029**  
**Fax: 928-524-3230**