



Instructional Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at *Providence Christian Academy* is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ___/___/___ Date available ___/___/___

Current address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

How did you learn about the position for which you are applying? _____

B. Christian Background

On a separate paper typed or in your own handwriting below, briefly give your Christian testimony.

C. Doctrinal Affirmation

Please carefully read our statement of faith and complete the doctrinal affirmation that follows.

In addition to the following brief Doctrinal Synopsis, this organization holds to The Second London Baptist Confession of 1689. We hold this confession, in the form adopted by this organization at its founding, as subordinate to the Scriptures, yet as a summary and just exhibition of that system of doctrine and religious belief contained in Scripture.

In all activities, conduct, policies, and practices of *Providence Christian Academy*, its Directors, Officers, employees, other representatives, and volunteers shall reflect the following core Doctrinal Synopsis.

DOCTRINAL SYNOPSIS

- I. We believe and teach that the Scriptures of the Old and New Testaments, breathed out by the Spirit of God through human authors, are the very Word of God written—the only infallible, inerrant, and authoritative rule of faith, worship, and Christian obedience.
- II. We believe and teach that there is one God, eternal and self-existing in three persons (Father, Son, and Holy Spirit), all fully God, equal in power and glory who are to be equally loved, honored, and adored.
- III. We believe and teach that all humanity participated in Adam's fall from his original sinless state and is thus lost in sin and totally helpless, dead in trespasses and sins. All are sinners both by their nature and by their acts, deserving God's wrath and condemnation. All are wholly unable to save themselves by good works and are unable to change themselves without God's work.
- IV. We believe and teach that our Sovereign God, for no other reason than His own unfathomable love and mercy, has chosen, before the foundation of the world, a people for Himself, not because of any good He foresaw in them, but of His own free grace and love. These elect, undeserving sinners from every nation, are redeemed by the quickening power of the Holy Spirit through the atoning death and resurrection of His Son, Jesus Christ.
- V. We believe and teach that God effectually calls each one He saves, sending His Spirit in regeneration to draw them unto Himself and give them the gifts of faith and repentance.
- VI. We believe and teach that faith and repentance are gifts that God must bring through His Spirit in regeneration before any can confess their sins and believe in the name of the Lord Jesus Christ and be saved.
- VII. We believe and teach further that Jesus Christ died to save His people from their sins,

and He will not lose any of those for whom He has shed His blood.

- VIII. We believe and teach that justification is by grace alone through faith alone by virtue of Christ's finished work alone, and through it, the undeserving sinner is clothed with the righteousness of Christ.
- IX. We believe and teach that those sinners whom the Spirit quickens, come to believe in Christ as Savior by the Word of God, are born again, become sons of God, and will persevere to the end. While we believe and teach that God will preserve to the end all whom He has elected, called, and saved, we also believe and teach that all whom God preserves will persevere in Christ to the end, bearing the fruits of repentance and faith with a godly life.
- X. We believe and teach that at death, the Christian's soul passes immediately into the presence of God, and the unbeliever's soul is eternally separated from God unto condemnation.
- XI. We believe and teach that Jesus Christ will return to earth, visibly and bodily, at a time when He is not expected, to consummate history and the eternal plan of God.
- XII. We believe and teach that God elects and saves men from every tribe, tongue, people, and nation. We are commanded to proclaim the Gospel of our Lord Jesus Christ and invite all to come to Him for salvation, trusting that God will accomplish His own will. His Word will not return to Him void The Gospel of God's salvation in Jesus Christ must be published to all the world as a witness before Jesus Christ returns.
- XIII. We believe and teach man's chief purpose is to glorify God alone and enjoy a relationship with Him forever. We see worshipping God and the pursuit of holiness as priorities in fulfilling this purpose.
- XIV. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5).

DOCTRINAL AFFIRMATION

The following annual affirmation is to be signed and pledged by all members of the Board of Directors, employees, volunteers involved in teaching, mentoring, or other positions in a representative capacity for all aspects of this work:

"I do solemnly declare, in the presence of God, and of the Board of Directors, and other staff of this organization, that (1) I believe the Scriptures of the Old Testament and New Testaments to be the Word of God, the only infallible rule of faith and practice; and (2) I do solemnly adopt, and receive, and subscribe to the Doctrinal Synopsis of this organization as a summary and just exhibition of that system of doctrine and religious belief, which is contained in Holy Scripture, and therein given by God to man for his salvation. I do further solemnly declare that, being convinced of my sin and misery and of my inability to rescue myself from my lost condition, not only have I assented to the truth of the promises of the Gospel, but also I have received and rest upon Christ and His righteousness for pardon of my sin and for my acceptance as righteous in the sight of God."

Please state any reservations to the Doctrinal Synopsis (*Providence Christian Academy reserves the right to examine further or to exclude from service anyone in this organization if the stated reservations are deemed to be in areas where the true proclamation of Biblical doctrine would be contravened.*).

- I fully support the statement of faith as written, without mental reservations.
- I support the statement of faith except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Further, I profess adherence to one or more of the following creeds:

- ___ The Second London Baptist Confession of 1689;
- ___ The Westminster Confession and Catechisms;
- ___ The Three Forms of Unity (Belgic Confession, The Heidelberg Catechism, The Canons of Dordt);
- ___ The First or Second Helvetic Confession;
- ___ Doctrinal Statement of _____ Church

Signature

Print Name

Date

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes ___ No ___ If yes, please write out on a separate page.

What is your local church affiliation? _____

In what church activities are you involved and with what degree of regularity? _____

What other Christian service have you done since becoming a Christian? _____

To what extent do you believe you should become involved in the ministries of the church of which you are attending or are a member? _____

Are you currently a member in good standing? _____ Years? _____

Describe your routine of personal Bible study and prayer: _____

D. Questions for Instructional Personnel

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

E. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in

your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____

Your minors? _____

List any other educational advantages that you have had, including opportunities for travel:

List any books or articles that you have read recently that have helped you grow professionally:

Describe your level of computer and software program skills: _____

List any educational conferences or seminars that you have led or participated in recently:

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool Kindergarten Elementary _____

Junior High _____

High School _____

Full time Part time Substitute

Do you have an ACSI early education teaching certificate or K–12 teaching certificate?

Yes No

If yes, what level? _____ Remains valid for _____ years
Do you have a state teaching or administrator's certificate? _____ State? _____
What kind? _____ Remains valid for _____ years

Please attach photocopies of any certificates held.

Have you had other courses giving specific training for Christian early education programs or K-12 Christian schools? Please give details. _____

To what degree are you familiar with various Christian or secular early education programs or K-12 textbook series? _____

Do you have a program or textbook series preference? _____

Do you know a foreign language? _____ If yes, which language?

Can you speak it? _____ read it? _____ write it? _____

Describe how periodic evaluations have been helpful to you:

F. Philosophy of Education

Please read and indicate below the degree of your agreement with the *Providence Christian Academy* philosophy of education statement, titled, "God Alone Glorified: The Philosophy and Aim of Christian Education."

- I fully support the school philosophy of education statement as written, without mental reservations.
- I support the school philosophy of education statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

G. Employment History

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

2. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

Have you served in the military? Yes No If yes, what type of training or education did you receive? _____

H. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience.

List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

I. Applicant's Certification and Agreement

I understand that in all decisions regarding administrators, teachers, and all other non-teaching employees, *Providence Christian Academy* does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian school rooted in the evangelical and Reformed tradition, compliance with *Providence Christian Academy's* Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended, and will have a direct impact on employment consideration.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize *Providence Christian Academy* to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to all necessary background and fingerprint check by federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the

background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant signature

Date



Follow-up Questions for Instructional Staff Applicants

Full name _____

Position applied for _____

Current date ___/___/___

You are now ready for the next phase of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you. Thank you.

A. Personal Information

If you answer yes to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Are you currently being investigated or under a procedure by your current employer to consider your discharge for misconduct? Yes No

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or antiharassment policy?
 Yes No

Have you ever been suspended, been discharged, or resigned in lieu of discharge from any position? Yes No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes No

Have you ever entered a plea of guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for *any* crime other than a minor traffic offense? Yes No

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain: _____

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered: _____

Please list your hobbies and personal interests: _____

List any experience, skills, or qualifications that you believe would especially fit you for work with our school: _____

Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job? _____

What periodicals do you read regularly? _____

B. Position on Current Issues

We live in a pluralistic society with many conflicting beliefs and values. As an administrator, you may be asked specific questions about controversial issues by your staff or students. Your answers will come from your personal convictions. We need to know the views of people who would be Christian role models for our children (Luke 6:40). Please briefly explain your position on each of the following topics:

Controlled substances

Entertainment

Sexual morality (e.g., heterosexuality, homosexuality, and gender identity issues)

Marriage and remarriage

Sanctity of life

Personal integrity

Other current/cultural issues

Do you have a personal testimony regarding any of the above items that you would like to share?

C. Personal Statements from All Applicants

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. What do you believe are the qualities of a good teacher, and what evidences do you have that would make you believe that you have these qualities?
2. What do you consider to be the most important function of the Christian school and the distinctive characteristics of its education practices?
3. How has the Lord led you to apply in a Christian school? Why are you interested in becoming a member of the ministry team at this school?
4. If your children are in a public school, explain why. If your children are in a Christian school, explain why.
5. What is your personal plan for continued Christian growth?
6. How would you respond to a student who asks the question, "How do I become a Christian?"

7. You have read our statement of faith. Do you strongly hold any doctrines that are *not* in that statement (e.g., instrumental music should not be a part of a worship service, you should not eat pork)? If yes, please list and describe.
8. If a misunderstanding were to arise between you and a coworker or a school parent, how would you try to handle it?
9. Describe a difficult problem that you have had with a coworker. How did you handle the problem?
10. (If married) Is your spouse supportive of your desire to serve in a Christian school ministry?

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? Yes No

Do you understand that this is an application for employment and that no employment contract is being offered at this time? Yes No

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Applicant signature

Date

[Use as last page to “Follow-up Questions for Instructional Staff Applicants,” or print on school letterhead as a separate form]

[Please see the text on the Fair Credit Reporting Act in section 3.3.3 of this product to see how to use this form. It must be used if your school is going to use a third-party vendor, not a government agency, to obtain information on an individual, such as using a credit report to confirm credit information and using other means to verify educational credentials and other matters. *Note:* If you are using the two-part application process as suggested in this ACSI product, attach this form to the back of “Follow-up Questions for Instructional Staff Applicants,” or give it as a separate document to the applicant. You must also include “A Summary of Your Rights Under the Fair Credit Reporting Act” with this form.]

[Print first page on school letterhead]

Fair Credit Reporting Act

Disclosure

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, _____

School may obtain a consumer report and/or investigative consumer report that includes but is not limited to verification of my education, previous employment/work history, Social Security number, credit history, and motor vehicle records. The school may also receive any criminal history information pertaining to me that may be in the files of any federal, state, or local criminal justice agency, and in any other civil court or public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness; and may conduct personal interviews and drug testing.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act (FCRA) as summarized in "A Summary of Your Rights Under the Fair Credit Reporting Act," a copy of which has been provided to you.

Authorization

I authorize _____

School and/or its designated agent, to obtain consumer reports on me now or anytime after my employment. The school may conduct an investigation of the items listed in the disclosure statement above so that it can make informed decisions regarding my proposed or actual employment relationship. I recognize and understand that I will receive written notice from the school when a consumer report will be requested. I authorize the credit reporting agency, and any of its agents, to disclose orally and in writing the results of this verification process to the authorized representative of _____ School.

I authorize persons, schools, current and former employers, and other organizations and agencies to provide the credit reporting agency with all information that may be requested. I

hereby release all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge

School, the credit reporting agency, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information.

I acknowledge that I have rights under the FCRA including those discussed in "A Summary of Your Rights Under the Fair Credit Reporting Act," which I have received and reviewed.

I understand that under the FCRA, _____
School will provide me with a copy of any consumer report and/or investigative consumer report if the information contained in such a report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

Printed name

Social Security number

Applicant signature

Date

Date of birth ___/___/___

Gender: M or F

Maiden name/alias

Driver's license number

State

Other aliases

If you have resided in this state for fewer than ten years, please list all previous addresses for the last ten years:

Street Address/PO Box	City	State	Zip Code

Please list every state in which you have lived during your adult life: _____
