



Thank you for your interest in employment at Providence Christian Academy. Our desire is to equip our school with the most qualified faculty who clearly demonstrate a personal relationship with Jesus Christ. Employment at Providence Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Providence Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with our Statement of Faith, and be willing to conduct their lives in conformity with the Statement of Faith and the school's declaration and agreement to ethical and moral integrity. Upon completion of the application, please return it to Human Resources or email it to employment@providencechristianacademy.org. All information received will be kept confidential.

TEACHER APPLICATION

PERSONAL INFORMATION:

Date of Application:		Date Available:	
Full Name:			
Present Address:			
Street	City	State	Zip Code
Previous Address:			
Street	City	State	Zip Code
How long have you lived at your present address?		How long have you lived at your previous address?	
Social Security Number :		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: Day	Evening	Cell	Best time to contact:
e-mail address:			

On the reverse side of this page please list any additional addresses where you have resided at any time the past five years.

Please list your permanent address and phone number if different from your present address and phone number

Permanent Address:			
Street	City	State	Zip Code
Phone:			

POSITION DESIRED: _____ Full Time Part Time

CAMPUS LOCATION: Lilburn Campus Johns Creek Campus Either

Please check your desired area(s) of interest:

- Kindergarten Middle School Substitute
 Elementary High School Teaching Assistant

How did you learn about the positions for which you are applying?
Please list any sports or activities which you would be capable of and be willing to direct, sponsor, advise or coach. (Please indicate grade or ability level.)

CHRISTIAN BACKGROUND

- 1. **In your own handwriting on a separate sheet of paper briefly give your Christian testimony.**
- 2. **Please attach a typed copy of your personal Christian philosophy of education.**

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes No _____

Signature

Please read carefully our Statement of Faith (see next page) and indicate below your degree of support.

I fully support the Statement as written without mental reservation. _____

Signature

I support the Statement except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature

What is your local church affiliation?
How many years?
If less than 1 year, what was your previous 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?
Are you capable of teaching a Bible class? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what would be your subject or area of preference?
Describe your routine of personal Bible study and prayer
What books have you read recently that have helped you spiritually?
Have you had any courses in the Christian Philosophy of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where and when
If not, would you be willing to take such a course by correspondence or otherwise? <input type="checkbox"/> Yes <input type="checkbox"/> No

STATEMENT OF FAITH

WE BELIEVE that God is the Creator and Sustainer of the universe and the source of all truth.

WE BELIEVE, without reservation, in the verbal plenary inspiration and inerrancy of the original documents of the Holy Scriptures as expressed in the Old and New Testaments and accept whatever they declare to be true as the authority of God Himself speaking therein.

WE BELIEVE that there is one and only one living and true God, and in the unity of the Godhead there are three persons – Father, Son, and Holy Spirit of one substance, power and eternity.

WE BELIEVE that man was created in the image of God, that our first parents were seduced by the temptations of Satan, sinned, and fell. By this fall, all mankind became dead in sin and corrupt in nature. This corruption is transmitted from generation to generation, and therefore man is in need of regeneration and pardoning grace for restoration.

WE BELIEVE that Jesus Christ is God's only begotten Son, the Mediator between God and man, the second person of the Trinity, who was conceived by the power of the Holy Spirit in the womb of the Virgin Mary, and thus possessing two whole, perfect and distinct natures-Godhood and manhood.

WE BELIEVE that Christ died on the cross to make a substitutionary atonement for sinners, was buried, and on the third day He rose from the dead with the same body in which he suffered, with which also He ascended into heaven and there sits at the right hand of the Father making intercession for His people, and in the Father's own time will personally return to judge men and angels and to bring in the kingdom of Glory.

WE BELIEVE in the Holy Spirit as the third Person of the Trinity, of the same substance and equal in power and glory with the Father and Son, to be loved, obeyed, and worshiped, and that He regenerates men by His grace, convicts them of sin, moves them to repentance, persuades and enables them to embrace Christ by faith and united all believers to Christ.

WE BELIEVE the Gospel of Christ and that there is no other way for salvation.

PROFESSIONAL QUALIFICATIONS

If you should be offered a position, official copies of your transcripts and certifications will be required to be submitted for inclusion in your personnel file.

Please list all degrees earned.

Degree	Date Received	Issuing Institution

Major(s)		
Minor(s)		
Cumulative GPA:	Bachelors:	Graduate:
Total hours earned after date of Bachelor's degree (please indicate semester or quarter hours):		

Please list your teaching experience starting with your most recent job.

School	Grades or Subjects	Dates

Do you have a state and/or ACSI teaching certificate? State <input type="checkbox"/> ACSI <input type="checkbox"/>
If you are state certified, which state?
What is your endorsement and level of certificate?
When does your certificate expire?
Please list your hours earned in your endorsement areas.
If you do not currently hold a valid certificate, what do you lack?

PERSONAL PHILOSOPHY

On a separate sheet of paper, please answer the following questions as they relate to your personal educational philosophy.

- A. What do you consider to be the proper classroom atmosphere for learning?
- B. What is your philosophy toward discipline?
- C. What areas do you feel are your strengths? Weaknesses?

EMPLOYMENT HISTORY

Please start with your most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side of this page. Include part-time and seasonal employment. If self-employed, give firm name and supply business references. DO NOT ANSWER "SEE RESUME". Fill out this form completely.

Please explain fully any gaps in your employment history. Be sure to account for all periods of time including military service and any period of unemployment.

Employer :	
Position :	Dates of Employment :
Address :	
Supervisor's Name and Phone Number :	
Reason for Leaving:	

Employer :	
Position :	Dates of Employment:
Address :	
Supervisor's Name and Phone Number:	
Reason for Leaving:	

Employer :	
Position :	Dates of Employment:
Address :	
Supervisor's Name and Phone Number :	
Reason for Leaving:	

Employer :	
Position :	Dates of Employment:
Address :	
Supervisor's Name and Phone Number :	
Reason for Leaving:	

Employer :	
Position :	Dates of Employment:
Address :	
Supervisor's Name and Phone Number :	
Reason for Leaving:	

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?
Have you already signed a contract for next year with any institution? <input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND INFORMATION

If hired, can you provide proof that you are legally entitled to work in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No
If not, what steps must be taken for you to begin employment lawfully?
Have you ever been terminated or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain circumstances:
May we contact your current employers? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please explain:
Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony (except for minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please give the date(s) and details:
Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please give the date(s) and details:

NOTE: Answering “Yes” to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question).

PERSONAL REFERENCES

Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Do not list family members or relatives for references.

Name	Complete Address	Phone #	Position

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

Name	Complete Address	Phone #	Position

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that Providence Christian Academy is committed to providing equal opportunity in all its employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation. Providence Christian Academy employs faculty and staff of any race, color, gender, nationality or ethnicity. It does not discriminate on the basis of race, color, gender, nationality or ethnicity in the hiring, management, or supervision of its faculty and staff.

I authorize former and present employers, and professional, work, and personal references listed in the application and any other individuals I may name, to give Providence Christian Academy or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release such parties from all liability for any damages that may result from furnishing same to Providence Christian Academy. I also authorize Providence Christian Academy to provide truthful information concerning my employment with it to future employers and I agree to hold it harmless for providing such information. I waive the right to ever personally view any references given to or by Providence Christian Academy.

I understand that Providence Christian Academy reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or any time during employment and I hereby give my consent to any such tests. I consent to the release of the results of any such tests to Providence Christian Academy or its designee. I release Providence Christian Academy and its designee from any and all liability and damages which may result or arise from any drug test or the provision of information in connection with such a test. Since I will be working with children, I understand that I may be required 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 my fingerprints as is necessary for such an investigation. I authorize Providence Christian Academy to conduct a criminal records check.

I understand that employment application and any other School documents are not promises of employment. If I am hired and not employed pursuant to a contract of employment that contains a specific duration of employment, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that Providence Christian Academy has a similar right. I understand that no manager, representative, or agent of Providence Christian Academy has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. If I am hired under a contract, the contract will control the terms of my employment.

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 significant omissions of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I CERTIFY THAT I HAVE RECEIVED A SEPARATE WRITTEN NOTIFICATION THAT THE SCHOOL MAY REQUEST A “BACKGROUND CHECK” ON ME FOR USE IN CONNECTION WITH MY APPLICATION AND, IF I AM HIRED, MY EMPLOYMENT WITH PROVIDENCE CHRISTIAN ACADEMY. I AUTHORIZE PROVIDENCE CHRISTIAN ACADEMY TO OBTAIN THIS REPORT.

Signature Date

Lilburn Campus
4575 Lawrenceville Hwy.
Lilburn, GA 30044

Johns Creek Campus
7340 McGinnis Ferry Rd. Suite 200
Suwanee, GA 30024