



Thank you for your interest in employment at Providence Christian Academy. Our desire is to equip our school with the most qualified support staff 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](mailto:employment@providencechristianacademy.org). All information received will be kept confidential.

### SUPPORT STAFF 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  Johns Creek  Either

Please check your desired area(s) of interest:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Teaching Assistant | <input type="checkbox"/> Office Support Staff             | <input type="checkbox"/> Development/Admissions/Communications |
| <input type="checkbox"/> Academic Office    | <input type="checkbox"/> Facilities/Maintenance/Custodial |  |
| <input type="checkbox"/> Business Office    | <input type="checkbox"/> Athletics                        |  |
| <input type="checkbox"/> Substitute         | <input type="checkbox"/> Technology                       |  |

**CHRISTIAN BACKGROUND**

**Please attach a separate sheet of paper detailing your definition of a Christian and your Christian testimony.**

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?	
Pastor's Name	Phone #
In what church activities are you involved and with what degree of regularity?	
In what Christian activities outside your church are you actively engaged?	
What books have you read recently that have helped you spiritually?	
What is your purpose for seeking a position in a Christian school, particularly Providence Christian Academy?	
How do you spend your time daily with the Lord?	

## 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 unites all believers to Christ.

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

**EDUCATIONAL BACKGROUND:**

List your education including High School from most recent to past.

Name of School and Location	Years From/To	Major	Degree/Diploma	Date Received

Please list any Certificates Held, Licenses, Continuing Education Units, Seminars attended, Distinctions, Activities, and Honors


**WORK EXPERIENCE:**

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.

Employer :	Full Time: <input type="checkbox"/> Part Time <input type="checkbox"/>
Position :	Dates of Employment :
Address :	
Supervisor's Name and Phone Number :	
Reason for Leaving:	

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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?

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.

**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?
Has any employer ever subjected you to disciplinary action, or suspended, terminated, or asked you to leave a job or volunteer position on the grounds that you engaged in sexual abuse or neglect, or other unlawful sexual behavior, or on grounds that you violated an employer’s sexual misconduct or harassment policy? <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:
Within the past three years, what job responsibilities have given you the most personal satisfaction and why?
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).

**REFERENCES:**

These should be from persons best qualified and willing to give an objective appraisal of your fitness in the position you seek. Please include people with whom you have worked. Do not list family members or relatives for references. Do we have permission to contact these persons now? \_\_\_\_\_

**PROFESSIONAL REFERENCES:**

Name	Complete address	Phone #	Position

**PERSONAL REFERENCES:**

Please 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

