



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. All information received will be kept confidential.

SUPPORT STAFF APPLICATION

PERSONAL INFORMATION:

Date of Application:	Date Available:
How did you learn about the positions for which you are applying?	
Full Name:	
Present Address:	
How long have you lived at your present address?	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	Best time to contact:
e-mail address:	

POSITION DESIRED IF KNOWN: _____

Full Time Part Time

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"/> Facilities/Maintenance/Custodial | <input type="checkbox"/> Business Office | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Substitute | <input type="checkbox"/> Technology | |

CHRISTIAN BACKGROUND

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? _____

Have you had any courses in the Christian Philosophy of Education? No Yes, when and where? _____

If applying for an Elementary or Middle School teaching position, are you capable of teaching a Bible class?
 Yes No, please explain why not? _____

Please read our Statement of Faith below and indicate below your degree of support.

PROVIDENCE CHRISTIAN ACADEMY 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.

- I fully support the Statement as written.
- I support the Statement except for the area(s) indicated above.

Signature

Briefly give your Christian testimony:

EDUCATIONAL BACKGROUND:

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

Please list all degrees earned.

Degree	Date Received	Issuing Institution

Please list any Certificates Held, Licenses, Continuing Education Units, Seminars attended, Distinctions.

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:	

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:	

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:	

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

BACKGROUND INFORMATION

If hired, can you provide proof that you are legally entitled to work in the U.S. Yes No

Have you ever been terminated or asked to resign from any job? Yes No

If Yes, please explain circumstances:

May we contact your current employers? Yes No

If No, please explain:

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? _____

PERSONAL AND PROFESSIONAL REFERENCES:

Give four references that are qualified to speak of your spiritual or professional experience. Do not list family members or relatives as references.

Name	Address	Phone #	Association

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.

Signature

Date