



"in lumine tuo videbimus lumen" Psalm 36:9

PROVIDENCE

CHRISTIAN ACADEMY

Teacher Application

Your interest in Providence is appreciated. We invite you to fill out this application and return it to us. If an opening occurs for which you may qualify, a personal interview will be arranged.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, 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.

Application Date: _____
Date Available: _____
Position Desired: _____
Circle one: Full-time Part-time Substitute

<p>Additional Documents to Include:</p> <ul style="list-style-type: none"> Resumé Personal Spiritual Testimony (see p. 4) Any teaching credentials (see p. 2)
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(PLEASE PRINT)

Last Name	First Name	Middle Name	
Address	City	State/Zip Code	Phone number (Day)
E-mail Address	Best time to contact you		Phone number (evening)

Special Abilities: Please list activities or sports for which you would be capable and willing to direct, sponsor, advise, or coach. Indicated grade levels or ability levels:

Education and Professional Training

School	Name of school/College	Major/Minor	# of Years Completed	Diploma/Degree	Date Received
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					

Total credit hours achieved after date of Bachelor's degree? _____

(Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.)

Teaching Credentials

Do you have a Teaching Certificate? _____

What level? _____

Do you have a state teaching certificate? _____

In which state? _____

What kind? _____

Endorsement(s) _____

Remains valid until? _____

***Please attach a photocopy of any certificates held.**

Teaching/Work Experience

Number of years of teaching experience: _____

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

Personal/Professional References

Do not include family members or relatives for references. You will also need to sign the Reference Release Form that is attached and return it with this application. Give two references who are qualified to speak of your spiritual experiences and Christian Service.

List your current pastor first.

Name	Phone Number	Best Time to Call	Position
Pastor:			
Other:			

Give two references who are qualified to speak of your professional training and experience.

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

Name	Phone Number	Best Time to Call	Position
Principal/Supervisor:			
Other:			

Work Experience

Start with your present or last job. Include any job-related military service assignments and/or volunteer activities.

Employer:	Dates	Employed	Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number:			
Supervisor:			
Reason for Leaving:			
Employer:	Dates	Employed	Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number:			
Supervisor:			
Reason for Leaving:			
Employer:	Dates	Employed	Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number:			
Supervisor:			
Reason for Leaving:			

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

Comments: Include explanation of any gaps in employment. _____

List other training and/or experiences that would qualify you for the job you are applying for.

Type of Work/Experience	Place	Dates

Personal/Spiritual Qualifications/Christian Background

On a separate sheet of paper, please include your personal spiritual testimony.

What is your church affiliation?		
Are you a member?	Are you actively involved?	Pastor's Name:

Marital Status: Single Married Divorced Remarried

Personal/Spiritual Qualifications

These spiritual qualifications are essential for employment at Providence Christian Academy. In the spiritual qualifications area, deviation from Scriptural standards, or failure to comply with the Christian role model guidelines, will be grounds for disciplinary action and may lead to termination.

Art VIII of our constitution states that: STAFF AND FACULTY

- A. Shall be appointed by the Board
- B. Must declare their unconditional agreement with Articles I, II, and III of this Constitution
- C. Must be scripturally sound in their teaching and lead exemplary lives.
- D. Must be a communicant member in good standing in their current church, which embraces the doctrines of the infallibility and inerrancy of the Word of God, the Scriptures of the Old and New Testaments, and the system of biblical doctrine set forth in the Three Forms of Unity or Westminster Standards (an individual may state in writing an objection to a specific point within these doctrines which will be reviewed by the Board for acceptance or denial).
- E. Must become a member of a NAPARC church within 6 months of the first day of school for that individual.
- F. Must sign a form of subscription to be formulated by the Board.

Do you subscribe, without reservation, to the listed Personal/Spiritual Qualifications? _____ Yes _____ No

Signature: _____ Date: _____

Personal History

If you answer "Yes" to any of the questions in this 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 prohibit 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 presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? _____ Yes _____ No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? _____ Yes _____ No

Have you ever been charged (even if dropped) in a civil or criminal proceeding, convicted of, or under pending indictment for any crime that bears upon your fitness to work with children? These would include, but not limited to, sexual abuse or molestation of children, sexual harassment, or any other criminal activity involving youth or children? _____ Yes _____ No

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

Providence Christian Academy Form of Subscription

Please carefully read our Form of Subscription and indicate your degree of support by signing one option.

“In order to preserve the Reformed character of the teaching at Providence Christian Academy, faculty members are required to sign the Subscription form.

“The undersigned, a member of the faculty at Providence Christian Academy, by means of his/her signature declare truthfully and in good conscience before the Lord that he/she sincerely believes that all the articles and points of doctrine set forth in the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort fully agree with the Word of God.

“I promise therefore to teach these doctrines diligently, to defend them faithfully, and not to contradict them, publicly or privately, directly or indirectly, in my teaching or writing.

“I promise further that if in the future I come to have any difficulty with these doctrines or reach views differing from them, I will not propose, defend, or teach such views, either publicly or privately, until I have first disclosed them to the Board for examination. I am prepared moreover to submit to the judgment of the Board, realizing that the consequence of refusal to do so is suspension from office.

“I promise in addition that if, to maintain unity and purity in doctrine, the Board considers it proper at any time on sufficient grounds of concern to require a fuller explanation of my views concerning any article in the three confessions mentioned above, I am always willing and ready to comply with such a request, realizing here also that the consequence of refusal to do so is suspension from office.”

I fully support the Form of Subscription as written, without mental reservations. _____ Yes _____ No

Signature _____ Date _____

I support the Form of Subscription except for the area(s) listed and explained on a separate sheet of paper. The exceptions represent either disagreement or items for which I have yet formed an opinion or conviction.

Signature _____ Date _____

You have read our Form of Subscription. 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, speaking in tongues is required for salvation, etc.)? If yes, please list on a separate sheet of paper and describe.

Signature _____ Date _____

Applicant's Certification and Agreement

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that falsification of any statement, significant omission of fact, or supplying misleading information in my application, may prevent my 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 and agree that I will be paid and receive benefits only through the day of release.

I understand that Providence Christian Academy does not discriminate in its employment practices against any person because of gender, age, race, color, and national or ethnic origin. I understand that this is only an application for employment and that no employment contract is being offered at this time.

Signature _____ Date _____

Authorization to release reference information

I authorize Providence Christian Academy to thoroughly interview the primary references which 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 evaluation, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers 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, references, and all parties for 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 my references given to the school.

Signature _____ Date _____

Background investigation consent

Since I will be working with children, I authorize the school to conduct a criminal records check, which may include recording my fingerprints. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or finds that it could reflect adversely on the school or on me as a Christian role model.

Signature _____ Date _____