

Providence Christian School

3800 North Shingle Rd., Shingle Springs, CA 95682

Phone: 530.672.6657 • Fax: 530.672.6189

"Equipping Hearts and Minds to Serve"

Administration Employment Application

Classified Staff

Application Date _____ Date Available for Employment _____

Applicant Name _____
Last First Middle

Address _____
Street City State Zip

Home phone _____ Cell _____ Are you 21 years of age or older? yes no

Position Desired Chaplain Administrator/Principal Secretary Bookkeeper Admissions & Personnel Director

Have you ever been arrested or convicted for any criminal act? yes no If yes, explain _____

EMPLOYMENT EXPERIENCE

List your most recent employment experience first

Employer/Company Name Street Address City State Zip

Job Title/Type of Work Date Employment Began Date Employment Ended

Reason for leaving this employer _____

| | | | | |
|----------------------------------------|-----------------------|------|-----------------------|-----|
| Employer/Company Name | Street Address | City | State | Zip |
| Job Title/Type of Work | Date Employment Began | | Date Employment Ended | |
| Reason for leaving this employer _____ | | | | |

| | | | | |
|----------------------------------------|-----------------------|------|-----------------------|-----|
| Employer/Company Name | Street Address | City | State | Zip |
| Job Title/Type of Work | Date Employment Began | | Date Employment Ended | |
| Reason for leaving this employer _____ | | | | |

EDUCATION

High School Diploma earned? yes no

High School _____

| | | | | |
|-------------|----------------|------|-------|-----|
| School Name | Street Address | City | State | Zip |
|-------------|----------------|------|-------|-----|

Select year of education completed: 9 10 11 12 13 14 15 16 16+

| | | | | |
|-------------------------|-------|---------------|----------------|------------------|
| College/University Name | Major | Degree Earned | Dates Attended | #Units Completed |
|-------------------------|-------|---------------|----------------|------------------|

| | | | | |
|-------------------------|-------|---------------|----------------|------------------|
| College/University Name | Major | Degree Earned | Dates Attended | #Units Completed |
|-------------------------|-------|---------------|----------------|------------------|

| | | | | |
|-------------------------|-------|---------------|----------------|------------------|
| College/University Name | Major | Degree Earned | Dates Attended | #Units Completed |
|-------------------------|-------|---------------|----------------|------------------|

EMPLOYMENT RELATED EDUCATION COURSES COMPLETED

| School/Organization Name | Course Title | Date Completed | #Units Completed |
|--------------------------|--------------|----------------|------------------|
|--------------------------|--------------|----------------|------------------|

| School/Organization Name | Course Title | Date Completed | #Units Completed |
|--------------------------|--------------|----------------|------------------|
|--------------------------|--------------|----------------|------------------|

| School/Organization Name | Course Title | Date Completed | #Units Completed |
|--------------------------|--------------|----------------|------------------|
|--------------------------|--------------|----------------|------------------|

PROFESSIONAL AND TECHNICAL QUALIFICATIONS

List Licenses or Certificates of Competence held _____

Names of Professional Associations of which you are a member _____

REFERENCES

List the names of individuals who can testify as to your character and ability. Please include a pastor and previous supervisors.

Employment References

| Reference Name | Organization | Position | Street Address | City | State | Zip |
|----------------|--------------|----------|----------------|------|-------|-----|
|----------------|--------------|----------|----------------|------|-------|-----|

| Reference Name | Organization | Position | Street Address | City | State | Zip |
|----------------|--------------|----------|----------------|------|-------|-----|
|----------------|--------------|----------|----------------|------|-------|-----|

Personal References

| Name | Street Address | City | State | Zip |
|------|----------------|------|-------|-----|
|------|----------------|------|-------|-----|

| Name | Street Address | City | State | Zip |
|------|----------------|------|-------|-----|
|------|----------------|------|-------|-----|

CHRISTIAN BACKGROUND

What is your denominational preference? _____

What is your local church affiliation? _____

Current Pastor:

| Name | Street Address | City | State | Zip |
|------|----------------|------|-------|-----|
|------|----------------|------|-------|-----|

Are you active in your church? yes no In what capacity? _____

Have you ever been influential in leading a child to Christ? yes no If yes, please describe this experience _____

Statement of Faith

This is the statement of faith for our school. If this statement reflects your basic Christian convictions, please indicate this by your signature. If at any point you disagree, please state your viewpoint.

1. We believe the Bible to be the verbally inspired, the only infallible Word of God, and is the supreme and final authority in all matters of faith and conduct.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. We believe salvation is attained by grace alone, through faith alone, in Christ alone, apart from human works or merit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the Spiritual unity of believers in our Lord Jesus Christ.
9. We believe that marriage has been ordained by God. Providence Christian School recognizes marriage as exclusively the legal union of one man and one woman in which such union is a lifetime commitment.
10. We believe that, regarding human sexuality, legitimate sexual relations are exercised solely within marriage. Hence, sexual activities, such as, but not limited to, adultery, fornication, incest, homosexuality, pedophilia and bestiality are inconsistent with the teachings of the Bible. Further, lascivious behavior, the creation and/or distribution and/or viewing of pornography, and efforts to alter one's gender are incompatible with the biblical witness.

I AM IN AGREEMENT WITH THE ABOVE STATEMENT OF FAITH

Date

Applicant's Signature

Applicant's Certification and Agreement

I understand that Providence Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

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 a significant omission 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 authorize Providence Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letter, 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 other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

Since I will be working with children, I understand that I must submit to a fingerprint check by the Department of Justice and possibly other 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 record's check. 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 if it reflects adversely on the school or on me as a Christian role model.

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

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

Signature of Applicant

Date

Declaration of Moral Integrity

As an applicant for employment (or for a volunteer position) with unsupervised access to children at Providence Christian School and its ministries, I _____ recognize, understand, and agree to live by the moral standards of the school.
Applicant's Name

I further declare that with regard to my personal moral character and conduct as of this date, I am not, nor have I been in the past, engaged in inappropriate conduct, nor do I have inclinations toward such conduct.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: adult heterosexual activity outside of the marriage Commitment, homosexual or lesbian inclinations or actions, or sexual abuse or improprieties toward minors as defined by Scripture and state law.

I do declare that the above statements are factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role-model lifestyle requirements of Providence Christian School.

Applicant's Signature

Date

Administrator's Signature (following discussion with applicant/volunteer)

Date

Providence Christian School

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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have applied for a position as a _____ with Providence Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all other matters related to my suitability for employment.

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 Providence Christian School, my former employers, 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 agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print)

Date

Applicant's Signature

"Not to us, O Lord, not to us, but to Thy name give glory because of Thy loving kindness, because of Thy truth." Psalm 115:1