

# 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"*

## Faculty Employment Application

Your interest in Providence Christian School is appreciated. We invite you to complete this employment application and return it to the Admissions & Personnel Director. Once the application has been received we will contact your references and hold your application on file until an opening occurs for which you may qualify. If we have continued interest in your application, we will send you additional information and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children and who, by the pattern of their lives, are Christian role models.

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.

\* \* \* \* \*

### NAME AND CONTACT INFORMATION

Application Date \_\_\_\_\_

Applicant Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street Address City State Zip

Length of time at this address \_\_\_\_\_

Previous Address \_\_\_\_\_  
Street Address City State Zip

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

Have you ever been arrested or convicted for any criminal act?  yes  no

If yes, explain \_\_\_\_\_

**POSITION DESIRED**

*Please rank your interest in the following grades in order of preference:*

Four-year-old Kindergarten \_\_\_\_\_

Kindergarten \_\_\_\_\_

Elementary \_\_\_\_\_

Junior High \_\_\_\_\_

High School \_\_\_\_\_

*Please select your preference*                      Full-time                      Part-time                      Substitute

How did you learn about the position for which you are applying? \_\_\_\_\_

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**Special Abilities**

Please list activities or sports which you would be capable and willing, to direct, sponsor, advise, or coach. Indicate grade or ability levels.

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**CHRISTIAN BACKGROUND**

*Carefully read our Statement of Faith (attached) and indicate below your degree of support*

I fully support the Statement of Faith

I support the Statement except for the areas listed (please attach explanation on a separate paper). The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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Applicant's Signature

**Church Service**

What church do you attend? \_\_\_\_\_

How long have you been a part of this church? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?  
\_\_\_\_\_  
\_\_\_\_\_

What other Christian service have you done since becoming a Christian?  
\_\_\_\_\_  
\_\_\_\_\_

What is your attitude toward working with those of other races and denominational beliefs?  
\_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class?    yes    no

If yes, what would be your subject preferences? \_\_\_\_\_

To what extent do you believe you should become involved in Sunday and other weekday ministries at your church?  
\_\_\_\_\_  
\_\_\_\_\_

**Devotional Life**

Describe your routine of personal Bible study and prayer.  
\_\_\_\_\_  
\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL QUALIFICATIONS**

*Formal Training*

What degree or degrees do you hold?

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Degree	Issuing Institution	Date Received
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Degree	Issuing Institution	Date Received
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Degree	Issuing Institution	Date Received
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*Your Majors* \_\_\_\_\_

*Your Minors* \_\_\_\_\_

**Teaching Experience**

*Sequentially list your teaching experience. List your most recent experience first.*

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School Name	Grades & Subjects	Dates
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School Name	Grades & Subjects	Dates
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School Name	Grades & Subjects	Dates
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School Name	Grades & Subjects	Dates
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To what degree are you familiar with Christian curriculum? (e.g., ABeka, Bob Jones, etc.)

\_\_\_\_\_  
\_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel.

\_\_\_\_\_  
\_\_\_\_\_

List any books or articles that you have read recently that have helped you grow professionally.

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### Teaching Credentials

Do you have a California Teaching Credential? yes no

Do you have a Teaching Credential from another state? yes no

If yes, from which state? \_\_\_\_\_

Do you have an ACSI Teaching Certificate? yes no

What level? \_\_\_\_\_ The Certificate Remains valid for \_\_\_\_ years.

If you do not hold a credential or certificate, what requirements do you lack? \_\_\_\_\_

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***Please attach copies of your teaching credential and college transcripts (if available).***

### Christian School Preparation

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

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If no, would you be willing to take such a course by correspondence or otherwise? yes no

Have you had other courses giving specific training for Christian day schools? yes no

Please give details \_\_\_\_\_

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List any conferences or seminars in which you have led or participated recently.

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**PHILOSOPHY OF EDUCATION** *(substitute teacher applicants need not complete)*

Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.

**INTERVIEW QUESTIONS** *(substitute teacher applicants need not complete)*

Please be prepared to discuss the following questions during an interview:

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

***Personal Life***

- |                         |                       |                                       |
|-------------------------|-----------------------|---------------------------------------|
| Describe your:          | a. personality        | b. relationships with others          |
| List and describe your: | a. personal strengths | b. weaknesses      c. spiritual gifts |
| List and describe your: | a. talents            | b. hobbies      c. interests          |

## EMPLOYMENT HISTORY

Please start with your current or 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.

### Work Background

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Employer	Street Address	City	State	Zip
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Position	Date Employment Began	Date Employment Ended
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Supervisor's Name

*Reason for Leaving* \_\_\_\_\_

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Employer	Street Address	City	State	Zip
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Position	Date Employment Began	Date Employment Ended
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Supervisor's Name

*Reason for Leaving* \_\_\_\_\_

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Employer	Street Address	City	State	Zip
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Position	Date Employment Began	Date Employment Ended
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Supervisor's Name

*Reason for Leaving* \_\_\_\_\_

Were you known by a different name to any of the employers listed above?  yes  no

If yes, what was the name (or names)? \_\_\_\_\_

Have you already signed a contract for next year with another educational institution?

yes  no

## REFERENCES

### Personal

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

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Reference Name & Title

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Street Address

City

State

Zip

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Reference Name & Title

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Street Address

City

State

Zip

---

Reference Name & Title

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Street Address

City

State

Zip

### Professional

Give three references qualified to speak of your professional training and experience.  
*Do not list family members or relatives for references. List your current or most recent principal or supervisor first.*

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Reference Name

Position

School/Organization Name

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Street Address

City

State

Zip

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Reference Name

Position

School/Organization Name

---

Street Address

City

State

Zip

---

Reference Name

Position

School/Organization Name

---

Street Address

City

State

Zip

## **Classroom Teacher Job Description**

### *Scope of Responsibility*

The classroom teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute toward their development to be mature, able, and responsible Christian men and women to the praise and glory of God.

### *Qualifications*

The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of a biblically-based Christian church and shall lead a separated life. He/she shall be a person of spiritual maturity, with academic and leadership abilities that will allow him/her to “train a child in the way he should go” (Proverbs 22:6 NIV). The teacher shall reflect the purpose of the school, which is to honor Christ and give glory to God in every class and in every activity. The teacher shall be certified or certifiable as a teacher, or working toward that goal and feels God has called him/her to the teaching profession.

### *Contracted By*

The Providence Christian School Board

### *Responsible To*

The Administrator/Principal

### *Supervisory Responsibilities*

Student teachers, instructional aides, volunteers, and students

## **Job Elements**

### *Spiritual*

The teacher shall exemplify the following characteristics:

- Seek to model in attitude, speech, and actions a consistent daily walk with Jesus Christ
- Show by example the importance of Scripture memorization and Bible study, prayer, witnessing, and unity in Christian fellowship
- Follow the principles of Matthew 18:15-17 in dealing with students, parents, classified staff, and administration
- Motivate students to accept God’s gift of salvation and grow in their faith
- Lead students to a realization of their self-worth in Christ

### *Instructional*

The teacher shall fulfill the following responsibilities:

- Recognize the role of the parents as the ones primarily responsible before God for their child's education and assist them in this task
- Teach classes as assigned following the prescribed scope and sequence based on Christian curriculum as scheduled by the Administrator/Principal
- Plan broadly through the use of semester and quarterly plans and objectives and more currently through the use of a lesson plan book
- Integrate biblical principles and the Christian philosophy of education throughout the curriculum
- Affect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students by challenging each to do his/her best work
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially, and emotionally
- Plan, through approved channels, the balanced use of field trips, guest speakers, and other media
- Maintain inventories of books, equipment, furniture, etcetera, pertaining to his/her classroom
- Use homework effectively for drill, review, enrichment, or project work
- Assess the learning of students on a regular basis, and provide progress reports as required
- Maintain proper discipline in the classroom and on the school premises for a good teaching environment
- Use the prescribed curriculum. (It may be supplemented by extracurricular material, however the Administrator/Principal must approve the extracurricular material.)
- Inform the Administrator/Principal if he/she is unable to fulfill any duty assigned, and prepare adequate information and materials for the substitute teacher

### *Non-instructional*

The teacher shall fulfill the following responsibilities:

- Cooperate with the Administrator/Principal in implementing all policies, procedures, and directives governing the operation of the school
- Notify the Administrator/Principal of any policy he/she is unable to support
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress
- Keep the students, parents, and the Administrator/Principal adequately informed of progress or deficiencies, and give sufficient notice of failure
- Maintain a clean, attractive, well-ordered classroom
- Supervise extracurricular activities, organizations, and outings as assigned
- Support the broader program of the school by attending extracurricular activities

### *Professional*

The teacher shall fulfill the following responsibilities:

- Utilize educational opportunities and evaluation processes for professional growth
- Seek the counsel of the Administrator/Principal, colleagues, and parents while maintaining a teachable attitude
- Attend and participate in scheduled devotional, inservice, committee and faculty meetings and school events
- Know the procedures for dealing with issues of an emergency nature
- Contribute to the general improvement of the school program
- Refuse to use or circulate confidential information inappropriately
- Perform any other duties that may be assigned by the Administrator/Principal

### *Personal*

The teacher shall fulfill the following responsibilities:

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Develop and maintain rapport with the students, parents, and staff by treating others with friendliness, dignity, and consideration
- Respectfully submit and be loyal to constituted authority
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use acceptable English in written and oral communication, and speak with clear articulations
- Recognize the need for good public relations, representing the school in a favorable and professional manner to the constituency and general public
- Place the teaching ministry ahead of outside or volunteer work
- Make an effort to appreciate and understand the uniqueness of the community

### *Evaluation*

Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

## **Four-Year-Old Kindergarten (4K) Teacher**

Building on the job descriptions for classroom teachers, there are some specifics that will be unique to the Four-year-old Kindergarten classroom.

The 4K teacher shall fulfill the following responsibilities:

- Guide the children to wash their hands and face during the day, especially after art activities, before lunch, and after using the toilet
- Make progress reports at least every three months for children assigned to him/her, and meet with parents for a conference periodically
- Read professional materials, and attend at least one class, workshop, or seminar per year to maintain an understanding of preschool procedures, students, curriculum, and legal requirements
- Record significant incidents or experiences observed with the children, and report them to the Administrator/Principal, parents, or other authorities as necessary

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Initials

## **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 who 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, 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 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.

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Signature of Applicant

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Date

## 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**

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Date

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Applicant's Signature

# Providence Christian School

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*'Equipping Hearts and Minds to Serve'*

## 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