



PROVIDENCE
CHRISTIAN SCHOOL OF TEXAS

Employment Application

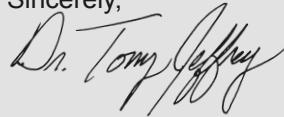
INSTRUCTIONS & POSITION REQUIREMENTS

Dear Applicant:

I sincerely appreciate your interest in Providence Christian School of Texas. PCS is looking for dedicated employees to join our school family who meet the following criteria:

1. Employees who are committed Christians, active in their local church and growing in their personal walk with Christ.
2. Employees who desire to work in a private, independent, conservative, classical Christian school.
3. Employees who see their role as an opportunity to disciple and nurture children and help them develop godly character.
4. Employees who have a passion for their areas and the ability to communicate effectively to students.
5. Employees whose personal lifestyle and character is above reproach.

Sincerely,



Tony Jeffrey, Ph.D.
Headmaster

All Applicants

The School is an equal opportunity employer that maintains a policy of non-discrimination with respect to all employees and applicants for employment pursuant to applicable laws. Employment decisions are made without regard to race, color, sex, national origin, age, mental or physical disability of an otherwise qualified individual, or membership or application for membership in a uniformed military service. Because Providence Christian School of Texas is a non-profit religious organization, it does reserve the right to hire and employ individuals who share its Christian beliefs and who agree to adhere to the principles and doctrines in its Statement of Faith.

This application must be completed in full. Please print or write, whichever is more legible. Answer every question. Please include copies of **official transcripts** (college level and above) and a current **resume** if available. If you are applying for a teaching or administrative position, also include a copy of your **state teaching/administrative certificate (s)**. All applications are kept on file for three years, so please notify us of any changes in your address or phone number and we will update your application.

Return your completed application to:

Providence Christian School, Attn: Pat Sissom, 5002 W. Lovers Lane – Dallas, TX 75209

Administrator Applicants

All applicants for Headmaster and Head of School (Principal) positions must have an earned graduate degree and appropriate preparation for the position. All other administrators having responsibilities for instructional/student services must have degrees or training/experience appropriate to the assignment.

Teaching Applicants

In order to be hired by Providence Christian School for a teaching position, you must have at least one degree at the Bachelor's level or above. In addition, one of the three requirements listed below must be met.

1. You must have a **current** state teaching certificate in the subject area or grade level, which you would be teaching. Your Certification may come from any state, **NOT** just Texas.

OR

2. You must have a degree/major in the subject area of grade level which you would be teaching.

OR

3. If you are not certified and do not have a degree/major in the teaching area in which you are interested, you may apply. However, you must have other teaching and/or related experiences which qualify you for the position along with a degree at the Bachelor's level or above.

ALL APPLICANTS

The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by the Academy will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States. Any offer of employment is also conditioned upon the successful completion of a background investigation, a post-offer physical evaluation (if applicable), and a drug screen.

Are you a U.S. citizen or national, permanent resident, temporary resident, legalization applicant, refugee or asylee?

Yes No

Temporary residence does not include those with non-immigrant work authorization (F, J, H or L visas). A legalization applicant is one who is eligible and who has made a naturalization application within the regulatory time requirements of the INS. Exceptions to these requirements will be determined based on shortage of qualified candidates with a particular skill.

Personal Data

Name _____ Date of Application: _____
Last First Middle

Previous/Different *last* name(s) used in past 7 years (please indicate N/A if you have no other names)

Street Address _____

City _____ State/Province _____ Country _____ ZIP Code _____

E-mail Address _____

Telephone (day) _____ (evening) _____

Social Security No. _____ Is Your Age Under 18? Yes No

Job Interest

Position(s) Desired _____ Date Available For Employment _____

How or by whom were you referred to us? _____

Education and Training (please do not abbreviate school names)

Full School Name	City	State	Major	Did you graduate?	Degree	Cum. GPA
High School				<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> GED		
Trade School/Technical School				<input type="radio"/> Yes <input type="radio"/> No		
College				<input type="radio"/> Yes <input type="radio"/> No		
College				<input type="radio"/> Yes <input type="radio"/> No		
College/Graduate School				<input type="radio"/> Yes <input type="radio"/> No		
College/Graduate School				<input type="radio"/> Yes <input type="radio"/> No		

Please indicate the name(s) you used during your highest level of education:

ALL APPLICANTS

Prior Address Information

Please indicate all addresses – other than the current address indicated on Page 3 – that you have used in the last seven years. Use additional sheet if necessary.

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Street Address:		
City:	State/Province:	ZIP/Postal Code:
Country:	Dates At This Address:FROM:	TO:

Employment

Were you ever previously employed by Providence Christian School? Yes No

If Yes, dates employed From: _____ To: _____

Position? _____

Are you currently subject to an employment agreement or contract with another employer? Yes No

If yes, please explain _____

ALL APPLICANTS

Employment Record

Starting with your current or most recent employment, list all previous employers. Include self-employment, military service, summer, and part-time jobs for at least the last ten years. Must be completed in full for each employer. Writing "See resume" is not acceptable. Use additional sheet if necessary to cover 10 years of employment.

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

Organization Name:	Start Date:	End Date:	Job Title & Duties:
Street Address:	Department:		Salary:
City:		State:	Telephone:
When may we contact this employer? <input type="radio"/> Now <input type="radio"/> After acceptance of offer			
Reason For Leaving:			Name & Title of Supervisor:

ALL APPLICANTS

Are you a member? Yes No

Please provide the name and phone # of your pastor or other church leader whom we may contact:

Name: _____ Position: _____ Daytime Phone #: _____

Name one person in whose life you have had some spiritual input, and briefly describe your relationship.

Lifestyles

Answering "Yes" to the questions below will not automatically disqualify you from employment at Providence. As a biblically based educational institution, however, we must assure that the principles and values of our employees are consistent with our Christian philosophy.

Have you ever been divorced? Yes No If yes, reason: _____

Do you consume alcohol? Yes No If yes, how often? _____

Do you use tobacco products? Yes No If yes, how often? _____

What is your attitude toward matters of recreation and entertainment which some Christians practice and other Christians do not?

Honors and Achievements

Please list relevant academic and athletic honors, extracurricular activities, and offices held.

Interests

Please discuss your travel experiences.

ALL APPLICANTS

What periodicals do you read regularly?

Of the books you have read recently, which do you most esteem?

What school activities could you coach, sponsor, or assist?

Additional References

Besides your pastor and current or past supervisor, please list at least six *other* people we may contact with reference to your application. Include teaching peers if applicable.

Office
Use
Only

Reference Name

Title/Relationship

Daytime Phone Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Convictions/Suspensions/Debarments

Have you ever been convicted of a felony? Include all pleas of "guilty" or "no contest". Yes No

Have you been convicted of or imprisoned for any type of misdemeanor within the last seven years? Yes No

Are you currently debarred, suspended or otherwise ineligible to work in any profession? Yes No

If **Yes** to any of the above questions, please explain fully. _____

This information will not necessarily bar an applicant from employment and, therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered.

TEACHING & ADMINISTRATIVE APPLICANTS

PLEASE COMPLETE THE NEXT TWO PAGES ONLY IF YOU ARE APPLYING FOR
A TEACHING OR ADMINISTRATIVE POSITION.

Do you have a state teaching certificate? Yes No

If yes, from what state? _____ Is your state certificate current? Yes No

What grade levels and/or subjects does your certificate allow you to teach?

Have you taken 12 hours or more of professional education courses? Yes No

Have you taken any formal Bible or Bible-related courses at or above the Bachelor's degree level?

Yes No

If yes, how many hours? _____

Have you completed any other types of Bible training or courses outside formal college course work (i.e. Bible Study Fellowship, Correspondence, Church-sponsored classes, etc.)? Yes No

If yes, please list course, date, and location: _____

How many years of formal teaching experience do you have in a traditional school setting?

_____ years full-time

_____ years part-time

Placement Data

What grades and subjects are you *qualified* to teach? _____

What grades and subjects would you *prefer* to teach and why? _____

Describe your experience with children other than in a school setting. _____

Please comment on the Lord's leading in your life toward teaching in a Christian school.

SUPPORT STAFF APPLICANTS

PLEASE COMPLETE THE APPROPRIATE SECTION BELOW *ONLY* IF YOU ARE APPLYING FOR A SECRETARIAL, ADMINISTRATIVE ASSISTANT, MAINTENANCE, OR SUBSTITUTE TEACHER POSITION.

Secretarial & Administrative Assistant Applicants

Circle your ability level for each of the following:

1=No knowledge 2=Basic knowledge 3=Personally proficient 4=Proficient, able to train others

1 2 3 4 Windows	1 2 3 4 Desktop Publishing	1 2 3 4 Senior Systems/General Ledger
1 2 3 4 MS Word	1 2 3 4 MS Outlook	1 2 3 4 Senior Systems/Admissions
1 2 3 4 MS Excel	1 2 3 4 Word Perfect	1 2 3 4 Senior Systems/AP & AR
1 2 3 4 MS PowerPoint	1 2 3 4 Web Site Design	1 2 3 4 Senior Systems/Registrar
1 2 3 4 MS Publisher	1 2 3 4 Photoshop	1 2 3 4 Other: _____
1 2 3 4 MS Access	Typing Speed: _____ wpm	1 2 3 4 Other: _____

Other secretarial skills: _____

Other education or course work related to this field: _____

Maintenance Applicants

Please indicate the amount and level of experience you have in the following areas:

HVAC repairs: _____ Welding: _____

Plumbing repairs: _____ Carpentry: _____

Electrical repairs: _____ Sheetrock repair: _____

Wallpaper: _____ Auto repair: _____

Small Engine repair: _____ Roofing repair: _____

Irrigation repair: _____ Floor/Carpet care: _____

Other relevant maintenance skills: _____

What power tools have you operated? _____

What heavy equipment can you operate? _____

Other education or course work related to this field: _____

Substitute Teacher Applicants

I would prefer to substitute in _____ LS (E-6th) _____ MS (7th – 8th)

I would prefer not to teach a class, but only monitor or administer quizzes, tests, etc.

I would like to monitor but am also prepared to teach in the following grade levels/subject areas:

- | | | |
|--|--|-----------------------------------|
| <input type="radio"/> Enrichment – 4 th | <input type="radio"/> 7 th /8 th Bible | <input type="radio"/> PE |
| <input type="radio"/> 5 th /6 th Bible | <input type="radio"/> 7 th /8 th History | <input type="radio"/> Visual Arts |
| <input type="radio"/> 5 th /6 th History | <input type="radio"/> 7 th /8 th English | <input type="radio"/> Music/Choir |
| <input type="radio"/> 5 th /6 th English | <input type="radio"/> 7 th /8 th Math (Pre-Alg./Algebra I) | <input type="radio"/> Logic |
| <input type="radio"/> 5 th /6 th Math | <input type="radio"/> 7 th /8 th Science | <input type="radio"/> Rhetoric |
| <input type="radio"/> 5 th /6 th Science | <input type="radio"/> 7 th /8 th Latin | <input type="radio"/> Other _____ |
| <input type="radio"/> 5 th /6 th Latin | | |

COACHING APPLICANTS

PLEASE COMPLETE THE PAGE BELOW ONLY IF YOU ARE APPLYING FOR A COACHING POSITION.

What sports did you participate in during high school? _____

What sports did you participate in during college? _____

What role does athletics have in a student's overall education? _____

How would you integrate your Christian faith into your coaching philosophy? _____

How did your experience as a high school and/or college athlete affect your growth as a person? _____

Did you have a coach growing up that you especially admired? Yes No

Please describe. _____

What are your top 3 personal goals as a coach? _____

Have you ever served as a referee, official, or judge for any sport? Yes No

If yes, please specify. _____

Have you ever been ejected or removed from a sporting event as a coach, athlete, or spectator? Yes No

If yes, please explain the circumstances (use additional sheet if necessary). _____

Coaching Experience

Sport	Year(s)	Age of Athletes Coached	Coaching Position

ALL APPLICANTS

Privacy Policy

At Providence Christian School, we are committed to protecting your privacy. Your personal information may be maintained in an electronic database in the U.S. and will be processed by a third party provider for purposes of conducting background investigations. Your personal information will be used by Providence Christian School for recruitment and background check purposes. It will be protected from the loss, misuse, unauthorized access or disclosure, alteration, or destruction of the information under our control. By submitting your personal information and signing this application, you agree that Providence Christian School may process it for recruitment, human resources processes, and background check purposes.

Applicant Release and Acknowledgement

I understand that Providence Christian School (hereinafter referred to as PCS) requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. **Therefore, I authorize PCS to conduct all required background checks, investigate my past employment, educational credentials, and other employment-related activities.** I agree to cooperate in such investigations and release those parties supplying such information to PCS of responsibility with respect to information supplied.

I agree that PCS may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside PCS in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that PCS intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

I agree that I will not disclose or use while interviewing with or employed with PCS any confidential or proprietary information of others, including any former employer.

I understand that any employment with PCS would not be for any fixed period of time and that, if employed, I may resign at any time, for any reason, or the School may terminate my employment at any time for any reason in the absence of a specific written agreement to the contrary. I understand that my employment-at-will status may not be modified or changed except in writing and signed by a duly authorized officer of the Company.

I understand that any false answers or statements made by me on this application, any supplement thereto, or in connection with the above-mentioned investigations may be grounds for refusal of employment, invalidate my employment or, if employed, will be sufficient grounds for immediate discharge and render me ineligible for any benefits.

All applications and supporting materials for employment at Providence Christian School once submitted, become the property of Providence Christian School.

My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.

Applicant's Signature: _____ Date: _____

Please return to:
Providence Christian School of Texas
Attn: Pat Sissom
5002 W. Lovers Lane
Dallas, TX 75209
Email: psissom@pcstx.org

Office: 214-366-2071 ext. 102
Fax: 214-357-6251



Providence Christian School of Texas
5002 W. Lovers Lane • Dallas, TX 75209 • 214-366-2071 • www.pcstx.org