



Portersville Christian School

Experience the Difference!

Employment Application

Portersville Christian School is an equal opportunity employer. All employment decisions will be made without regard to race, color, sex, national origin, age, disability, or veteran status. However, within its legal capacity as a nonprofit religious educational institution with a curriculum directed toward the propagation of evangelical, born-again Christianity, Portersville Christian School reserves the right to carefully and fully explore the religious values, faith, and convictions (including personal conduct) of all applicants and employees in order to employ those individuals who support, advance, and live in a manner consistent with Portersville Christian School Statement of Faith and Lifestyle Statement. Portersville Christian School exercises its rights under Section 702 of Title VII to discriminate based on religion.

This application must be completed in full. Please print or write, whichever is more legible. Answer every question. Please include copies of 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).

Portersville Christian School 343 E Portersville Rd Portersville, PA 16051

Faculty Employment Application

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 Portersville Christian School 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 post-offer background investigation and drug test.

Are you legally eligible to work in the U.S.? Proof of eligibility to work in the U.S. must be provided if selected for hire.

Yes ___ No ___

Position	Date Submitted	How or by whom were you referred to PCS?	Date Available for Employment	Annual Salary Desired
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Personal Information

Name (Last, First, MI)			
Previous/Different last name(s) used in past 7 years (please indicate N/A if you have no other names)			
Present Address		City	State Zip
How long have you lived at this address?	Contact Phone	Email Address:	
Are you Currently Employed?	If so, may we inquire of your present employer?		
Have you ever applied to PCS before?	If so, when?	Are you a former employee?	

Certification

Do you hold a valid state teaching certificate? ___ Yes (Please attach a copy) ___ No

State: _____ Type: _____

Do you hold a valid ACSI teaching certificate? ___ Yes ___ No

(Please attach a copy) Type: _____

Issue Date: _____

Education

Name and Location of College or University <i>(If you expect to graduate within nine months, give the month and year you expect to receive your degree)</i>			Did you graduate ____ Yes ____ No		Type of Degree (B.A., M.A.)	Year of Degree
Name	City	State	From	To		
1)						
2)						
3)						
Chief Undergraduate Subjects (Show major on first line)		Number of Credit Hours Completed	Chief Graduate Subjects (Show major on first line)		Number of Credit Hours Completed	
1)			1)			
2)			2)			
3)			3)			

PLEASE ATTACH A COPY OF YOUR EDUCATION TRANSCRIPTS. *(Does not have to be a certified copy)*

Student Teaching

If student teaching was completed within the last three years, send us your college placement file and supply the following information:

Dates (MM/YYYY): From: _____ To: _____

School: _____ Grade/Subject: _____

Address: _____

Supervising Teacher: _____ Phone: _____

College Supervisor: _____ Phone: _____

College/University Name: _____

Address: _____

Special Skills, Accomplishments, and Awards

Give the title and year of any honors, awards, or fellowships you have received. List your special qualifications, skills, or accomplishments that may apply to this position. Some examples are: skills with computers or other machines; coaching skills; public speaking and writing experience; membership in professional societies; etc.

Description of Skill, Honor, Award, Etc.	Years of Experience with Skill	Date of Honor, Award, etc.

Employment History

ATTACH RESUME HIGHLIGHTING RELEVANT WORK EXPERIENCE.

Account for all time for the past ten years. Give all employment experience, starting with your present or most recent employer and working back ten years. Include full and part-time work self-employment, military service, unemployment, and full-time education. Use additional sheet if necessary.

May we contact your current employer? _____ Yes _____ No

If no, why

From MM/YYYY	To MM/YYYY			
		Employer Name	City/State	Position Held
		Contact Name	Contact Phone	Reason for Leaving
		Employer Name	City/State	Position Held
		Contact Name	Contact Phone	Reason for Leaving
		Employer Name	City/State	Position Held

References

List 3-5 people other than your church pastor who know your qualifications and fitness for the position for which you are applying. References may include up to one family member. Please contact these references and inform them an authorized Portersville Christian School staff person will be contacting them.

Full Name of Reference	Telephone Number(s) (Include Area Code)	Present Home Address (Number, Street, and City)	State	ZIP Code
1)				
<i>Email:</i>				
2)				
<i>Email:</i>				
3)				
<i>Email:</i>				
4)				
<i>Email:</i>				
5)				
<i>Email:</i>				

Religious and Educational Philosophy

Briefly answer the following questions:

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?

Religious and Educational Philosophy

Briefly answer the following questions:

3. What is your philosophy of student discipline?

4. What areas do you feel are your strengths related to teaching? Your weaknesses?

Religious and Educational Philosophy

Briefly answer the following questions:

5. How do/would you integrate your faith and Christian worldview into your teaching and subject matter?
6. Please summarize any additional information that you would like to present regarding your candidacy for this position.

Christian Background

Do you attend church regularly? _____ Yes _____ No

If no, why?

<i>If yes, Name of local church you attend</i>		<i>Denomination or Affiliation</i>	
<i>Church Address</i>		<i>Length of Time Attended</i>	<i>Member?</i> _____ Yes _____ No
<i>Please provide the name and phone number of your pastor or other church leader whom we may contact</i>			
<i>Name</i>	<i>Position</i>	<i>Phone Number</i>	
<i>Church activities you are involved in</i>			
<i>Other Christian service</i>			
<i>Describe how you maintain/improve your personal relationship with Christ</i>			

Legal History

For any “yes” answers to the following questions, please describe a detailed explanation in writing below.

Yes No

		<i>Have you ever plead guilty, or no contest to, or been convicted of any misdemeanor or felony? If Yes, please give the date(s) and details.</i>
		<i>Have you been arrested for any matters for which you are out on bail on your own recognizance pending trial? If Yes, please give the date(s) and details.</i>
		<i>Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?</i>
		<i>Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?</i>
		<i>Has your teaching license or certificate ever been revoked?</i>
		<i>Have you ever received a formal or informal reprimand or any sanction of any kind against your teaching certificate?</i>
		<i>Have you been discharged or permitted to resign because you were convicted of fraud, wrongful taking of property, violating federal, state, or local laws, statutes, regulations, rules, or established standards of conduct?</i>

NOTE: Answering “YES” to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include traffic citations and arrests or convictions which have been sealed or expunged in answering these questions).

Signature, Certification, and Release of Information

You must sign this application to be considered. Read the following carefully before you sign.

I understand that a false statement on any part of this application may be grounds for not hiring me or for terminating my employment after I begin work. I will provide additional information, if requested, or provide verification of any information that I have given on this application.

I acknowledge that I have received and carefully read the PCS Statement of Faith and Lifestyle Statement. I support these statements and, if offered a position with PCS, I will adhere to their guidelines. (see next page)

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by PCS that such employment may be terminated by either the school or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of PCS or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the school except the Administrator or his delegate has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Administrator or his delegate.

I consent to the release of information about my qualifications, ability, and fitness for employment by former or current employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of PCS.

I understand that if offered a position with PCS, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

PORTERSVILLE CHRISTIAN SCHOOL

STATEMENT OF FAITH

While Portersville Christian School is an integral part of the Portersville Christian and Missionary Alliance Church, the school does not limit its outreach to just one denomination, but seeks to meet the spiritual and educational needs of the evangelical community in the surrounding area. Education in basic skills is a part of the greater ministry of discipleship, which is one of the five Biblically assigned functions of the local church. We believe, therefore, that Portersville Christian School is a discipleship ministry with a faculty and staff consisting of believers in Jesus as their savior who have been called to serve as ministers.

We recognize that a statement of faith is necessary for a basis of unity and government. This statement expresses what the school sees as doctrine and principle essential for cooperating together in the ministry of an educational institution which desires to be distinctively Christian in its approach to teaching. General agreement with these doctrinal points is required of our administration, faculty, staff and school board, and a clear understanding of the expression of these points is also required of those families who seek to have their children admitted here.

1. There is one God, who is infinitely perfect, existing eternally in three persons: the Father, the Son and the Holy Spirit.

2. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of his shed blood. He arose from the dead, according to the scriptures. He is now at the right hand of the Majesty on High as our great High Priest. He will come again to establish his kingdom of righteousness and peace.

3. The Holy Spirit is a divine person, sent to indwell, guide, teach and empower the believer, and to convict the world of sin, of righteousness and of judgment.

4. The Old and New Testaments are inerrant as originally given, and were verbally inspired by God. They are a complete revelation of His will for the salvation of humanity, and they constitute the only divine rule of Christian faith and practice. They are illumined for the believer through the work of the indwelling Holy Spirit.

5. Humanity was originally created in the image and likeness of God; but fell through disobedience, incurring thereby both physical and spiritual death. All humans are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.

The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, everlasting joy and bliss.

6. Salvation has been provided through Jesus Christ for all humanity; and those who repent and believe in him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God.

7. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.

8. The Second Coming of Jesus will be personal and visible. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service.

Signature	Date Signed (Month, Day, Year)
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Authorization to Release Information

(Please read the following statements and sign below.)

*I, _____, hereby authorize any investigator or duly accredited representative of **Portersville Christian School (PCS)** bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by PCS and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.*

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature, which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's Name (Print)

Applicant's Signature

Date