



Dear Applicant,

Thank you for your interest in Providence Academy. Your desire to apply for a position with our school indicates that you are seeking an alternative employment opportunity that is exciting and that will allow you to share your creativity and knowledge, as well as allow you to grow professionally.

Please provide the following information:

- Signed application form completed in its entirety.
- Current copy of your resume
- Copy of official college/university transcript
- Copies of all teaching certificates held.

Please note: All applicants will undergo federal and state background checks.

Your completed **application** with **resume** should be mailed to:
Providence Academy
3021 Ridge Road, A22
Rockwall, TX 75032

Again, thank you for applying for a position.

Sincerely,
The Board of Directors

Providence Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of any of its policies or programs.



Providence Academy
Classroom Teacher/Instructional Aide Application

Providence Academy is dedicated to co-labor with parents in equipping the next generation for Christ-centered leadership.

Date: _____

Personal Information

Name: _____
Last First Middle Maiden

Date of Birth _____ Driver's License # & State _____ Social Security # _____

Home Phone _____ Cell Phone _____ Email Address _____

Present Address _____ City _____ State _____ Zip _____

(if less than 2 years at above address, please give)

Previous Address _____ City _____ State _____ Zip _____

Desired Employment

Position _____ Date you can start _____

Are you employed now? Yes No

Education

| School Level | Name, City, and State of School | Number of years attended | Date of graduation | Degree/Major |
|-------------------------|---------------------------------|--------------------------|--------------------|--------------|
| High School | | | | |
| College | | | | |
| College/Graduate School | | | | |
| College/Graduate School | | | | |

Professional

Teaching Certificate yes no State Where Issued _____ Current? ____
 What grade levels and/or subjects does your certificate allow you to teach?

Special Training/Certificates _____

Grades and subjects you prefer to teach and why _____

Professional Organizations _____

Former Employers

List last three employers. Begin with the most recent employment.

| | | |
|---------------------------|---------------------|--|
| Name of Previous Employer | | |
| Address | City | State/Zip |
| Job Title | Starting Date | Leaving Date |
| Weekly Starting Salary | Weekly Final Salary | May we contact your supervisor? Yes No |
| Name of Supervisor? | Title | Phone Number |
| Description of Work | | |
| | | |
| Reason for Leaving | | |

| | | |
|---------------------------|---------------------|--|
| Name of Previous Employer | | |
| Address | City | State/Zip |
| Job Title | Starting Date | Leaving Date |
| Weekly Starting Salary | Weekly Final Salary | May we contact your supervisor? Yes No |
| Name of Supervisor? | Title | Phone Number |
| Description of Work | | |
| | | |
| Reason for Leaving | | |

Former Employers Continued

| | | |
|---------------------------|---------------------|--|
| Name of Previous Employer | | |
| Address | City | State/Zip |
| Job Title | Starting Date | Leaving Date |
| Weekly Starting Salary | Weekly Final Salary | May we contact your supervisor? Yes No |
| Name of Supervisor? | Title | Phone Number |
| Description of Work | | |
| | | |
| Reason for Leaving | | |

References

| Name | Address | Phone Number | How Long? |
|---------------------------------------|----------------|---------------------|------------------|
| Personal | | | |
| Church Related | | | |
| Professional (Educational Related) | | | |

Church Attendance

Where do you faithfully attend church and for how long? _____

Describe your degree of involvement _____

Activities (Civic, Athletic, Etc.)

Service Record

Branch of Service

Discharge Date and Rank

Personal Information

Has anyone ever brought or threatened to bring a civil or criminal claim against you alleging physical or sexual abuse or sexual harassment? ___yes ___no

Have you ever been charged, arrested, or convicted of a felony or misdemeanor? ___yes ___no

Have you ever terminated your employment or had your employment terminated or has your employer ever reprimanded you for reasons relating to allegations of physical or sexual abuse or sexual harassment by you? ___yes ___no

Have you ever been reprimanded for harassment of another individual or other inappropriate behavior with another individual? ___yes ___no

Is there anything in your past that might come up as a questionable issue? ___yes ___no
If yes, please explain _____

General

Areas of Special Study/Research _____

Special Training _____

Special Skills _____

How did you find out about Providence Academy? _____

What attracts you to this position? _____

List three strengths _____

List three weaknesses _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Providence Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family and student to participate within the school guidelines.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. If I am released under these circumstances, I further understand that I will be paid only through the day of release.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that this is only a part of my 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



SCHOOL STAFF AGREEMENT

The spiritual objective of Providence Academy is to provide its students, parents, and staff with a Christian environment that encourages a genuine love for God. We further desire that all associated with this ministry work with all their heart, as if working unto the Lord, not unto men (Colossians 4:9). Parents, staff, and board of director members, therefore, must be in agreement with the ministry's statements of faith and with its position as a non-denominational school.

PROVIDENCE ACADEMY'S STATEMENT OF FAITH

1. We believe the Bible to be the verbally inspired and the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, 16, II Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1, John 10:30, John 10:37-38, I Corinthians 6:19, Galatians 4:6)
3. We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, John 2:11, Hebrews 9:12, Colossians 1:14, John 11:25, Acts 1:11, Revelations 19:11-16)
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Romans 3:19, 23, John 3:16-19, Ephesians 2:18-19, Titus 3:5-6)
5. We believe that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
6. We believe in the continuing ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18, I Corinthians 6:19-20)
7. We believe in the resurrection of both the saved and the lost, they who are saved unto eternal life and they who are lost unto eternal damnation (John 5:28-29)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
9. We believe in the creation of man by the direct act of God (Genesis 1:26-28, 5:1-2)
10. We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one biological man and one biological woman in a single, exclusive union, as delineated in Scripture, and that this union is the sole God-ordained relationship for sexual intimacy. We believe that any form of sexual immorality, or any attempt to change one's biological gender or to otherwise act upon

any disagreement with one's biological gender, is sinful and offensive to God. (Genesis 1: 27-28, Genesis 2:24.)

NON-DENOMINATIONAL POSITION

PA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the operation and outreach of the Academy, there shall be no attempt made by parents, students, staff, or Board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the Academy itself has assumed no official stance. Above all, we desire to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctions.

Please sign below if you agree with this school's purpose, its spiritual objectives, and the following statement involving Christian conciliation:

The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live in peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent of these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute of Christian Conciliation division of Peacemaker Ministries in Billings, Montana (406- 256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

THE PARTIES AGREE THAT THESE METHODS SHALL BE THE SOLE REMEDY FOR ANY CONTROVERSY OR CLAIM ARISING OUT OF THE SCHOOL RELATIONSHIP OR THIS AGREEMENT AND EXPRESSLY WAIVE THEIR RIGHT TO FILE A LAWSUIT AGAINST ONE ANOTHER IN ANY CIVIL COURT FOR SUCH DISPUTES, EXCEPT TO ENFORCE A LEGALLY BINDING ARBITRATION DECISION.

Signature of Applicant

Date