



# PROVIDENCE CHRISTIAN SCHOOL

A Classical Christian School

4847 Murphy Mill Road | Dothan, Alabama 36303

(334) 702-8933 | (334) 702-0700 fax | www.pcsdothan.com

- A ministry of First Presbyterian Church -

## Application for Clerical Positions

Date: \_\_\_\_\_

### Position Information

Position Desired: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Substitute

Highest Degree: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

### Personal Information

Full Name: \_\_\_\_\_

Prefer to be called: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ email address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cellular \_\_\_\_\_

*Employment at Providence Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Providence Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Providence Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's Statement of Faith and the school's Declaration and Agreement to Ethical and Moral Integrity. As a ministry of First Presbyterian Church, Providence Christian School reserves the right to discriminate according to its religious convictions, beliefs, and practices. The school reserves the right to refuse to hire employees, admit students/families, or affiliate with individuals or corporations that do not share the school's religious beliefs and/or meet its religious qualifications.*

*Alabama Unemployment Compensation law provides that services performed in the employ of a church or convention or association of churches; or an organization that is operated primarily for religious purposes and which is operated, supervised, controlled or principally supported by a church or convention or association of churches shall not be considered covered employment. Alabama Sec. 25-4-10 (b) (8)*

Please provide the names or titles used for any form of social media in which you participate:

\_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodations? Yes / No

If No, please describe the functions that cannot be performed: \_\_\_\_\_

Are you legally eligible to work in the United States? Yes / No

**Christian Background**

Providence Christian School requires that every employee manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of the school to the children (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living.

**Bible:**

Do you believe the Bible to be the ONLY inspired and inerrant Word of God, our final authority in all matters of faith, conduct, and truth?

Yes / No                      Signature: \_\_\_\_\_

**Statement of Faith:**

***Please carefully read our Statement of Faith and initial where indicated. Please check below indicating your degree of support:***

- \_\_\_ I fully support the Statement of Faith as written without mental reservations.
- \_\_\_ I support the Statement of Faith except for the area(s) listed and explained on the attached paper. (The exceptions represent either disagreement or items for which I have not yet fully formed an opinion or conviction.)

Signature: \_\_\_\_\_

**Church/ Christian Service/ Other:**

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? Yes / No                      Years: \_\_\_\_\_

How are you currently ministering through your local church? \_\_\_\_\_  
\_\_\_\_\_

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

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

**Testimony:**

***In your own words on a separate paper, briefly give your Christian testimony and give highlights of what God is currently doing in your life.***

## Statement of Faith

The Statement of Faith defines the essential beliefs that guide the ministry of Providence Christian School. The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.<sup>1</sup> For purposes of Providence Christian School's faith, doctrine, practice, policy, and discipline, the Session of First Presbyterian Church, Dothan, AL is our final interpretive authority on the Bible's meaning and application. These primary doctrines below, along with the Westminster Confession of Faith (WCF), are the key elements of Christianity that are taught in various ways throughout all grade levels. Secondary doctrine includes chapter 21 section 3, chapter 23 of the WCF, and other topics such as baptism, the gifts of the Spirit, and the end times, and will not be emphasized in the teaching of the school. PCS recognizes that secondary doctrine is important, but within the Christian community, there is liberty to interpret such matters differently. Since we encourage Christ honoring discussion and debate among PCS students, these subjects are likely to arise. The school's official position on secondary doctrinal issues is to have the students always go to the Scripture and then go to their family and church as they seek to define their own beliefs on these secondary doctrines.

The following Statement of Faith, drawn from the Westminster Confession of Faith, defines the essential beliefs that guide the Ministry of Providence Christian School:

*Initial:*

1. \_\_\_\_\_ **Sovereignty of God:** God sovereignly controls all that occurs in His world and in His Church. His plans and purposes always prevail, nothing can thwart them.<sup>2</sup>
  
2. \_\_\_\_\_ **Inerrancy of Scripture:** God's written Word, the Bible, is free from error and completely trustworthy. It is His Truth and the final authority in all matters.<sup>3</sup>
  
3. \_\_\_\_\_ **God's Creation of the World and Man:** The Triune God, Father, Son and Holy Spirit, alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms, but was created by God.<sup>4</sup> Mankind, male and female, was created with dignity in that they are made in God's image and created in humility in that their purpose is to glorify God and enjoy Him forever. In creating mankind male and female, God created them with distinct biological genders. Gender is both sacred and established by God's design. It is impossible to glorify God and enjoy Him forever while rejecting one's biological sex.<sup>5</sup>
  
4. \_\_\_\_\_ **The Family:** God created the natural family as the fundamental, sovereign unit of society. God created the natural family to be a conjugal union of one man and one woman through marriage for the purposes of sharing love and joy, propagating children, and providing their moral education. Marriage was also given as a representation of the union between Christ and his Church. Any union other than a one-man, one-woman union for life is a violation of God's design and is therefore not a biblical marriage.<sup>6</sup>

5. \_\_\_\_\_ **Fall of Mankind:** All mankind participated in Adam's fall from his original sinless state and is thus lost in sin and totally depraved.<sup>7</sup>
6. \_\_\_\_\_ **Jesus, Savior of Sinners:** Jesus Christ is the unique Son of God and the only Savior of the world. He was born of a virgin and lived a sinless life. He purchased redemption by His substitutionary atonement on the cross. Jesus bodily rose from the dead, ascended to the right hand of the Father and He will come again in power and glory.<sup>8</sup>
7. \_\_\_\_\_ **Justification by Faith Alone:** Sinners are justified by faith alone. They don't deserve salvation and they can't earn or work for it. Justification is totally due to God's grace and is received by faith in Jesus Christ.<sup>9</sup>
8. \_\_\_\_\_ **Empowering Holy Spirit:** Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live a godly life and to perform good works.<sup>10</sup>
9. \_\_\_\_\_ **Final Judgment and Resurrection:** At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life and the lost are resurrected to eternal condemnation.<sup>11</sup>
10. \_\_\_\_\_ **Body of Christ:** All believers are spiritually united in the Lord Jesus Christ. Every believer is a member of the Body of Christ.<sup>12</sup>

<sup>1</sup> 2 Timothy 3:14-17, Galatians 1:8-9, 2 Peter 1:19-21, WCF Chapter 1.1 and 1.6

<sup>2</sup> Psalm 33:11, Ephesians 1:11, WCF Chapter 3.1

<sup>3</sup> Matthew 5:18, 2 Timothy 3:14-17, WCF Chapter 1.8-9

<sup>4</sup> John 1:2-3, Genesis 1, WCF Chapter 4

<sup>5</sup> Genesis 1:27, Genesis 2:7, Genesis 2:22-23, WCF Chapter 4.2

<sup>6</sup> Genesis 1:28, Genesis 2:24, Ephesians 5:22-33, WCF Chapter 24

<sup>7</sup> Genesis 3:6-8, Romans 3:23, Romans 5:12, WCF Chapter 6.1-3

<sup>8</sup> Isaiah 42:1, John 3:16, 1 Peter 1:19-20, Hebrews 1:2, Hebrews 4:15, Luke 1:27-35, Romans 5:19, Philippians 2:8, 1 Corinthians 15:3-4, 1 Peter 3:22, Acts 1:11, Matthew 13:40-42, Matthew 24:36-44, WCF Chapter 8.1-4 and Chapter 33

<sup>9</sup> Romans 3:10-13, 22-28, Romans 4:5-8, Romans 5:15-16, Ephesians 2:8-9, WCF Chapter 11.1-3

<sup>10</sup> 2 Corinthians 3:18, John 15:4-6, Romans 8:4-14, Philippians 2:13, WCF 13.3, 16.3

<sup>11</sup> 1 Thessalonians 4:17, 1 Corinthians 15:51-52, John 5:22-29, Acts 24:15, 2 Corinthians 5:10, Matthew 25:31-46, WCF Chapter 32.2-3 and 33.1-2

<sup>12</sup> 1 Corinthians 1:2, 1 Corinthians 12:12-13, WCF Chapter 25.1-2

**Work History**

*Please list work history other than teaching experience listed above that may have significance for the type of position for which you are applying. If you would like to give further explanation, please use a separate sheet.*

1) Employer Name & Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2) Employer Name & Address: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been charged or accused of any child abuse or other unlawful action toward children?

Yes / No If Yes, provide details: \_\_\_\_\_

Have you ever been charged with any offense involving a law enforcement officer?

Yes / No If yes, provide details: \_\_\_\_\_

**Personal References**

Spiritual - A spiritual leader who knows you well

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Pastoral - Pastor of the church you are currently attending (if different from above)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Professional - Someone who has supervised your work, preferably educational work

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Friend - A person who has known you for a number of years (not a relative)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Personal Philosophy**

*On a separate sheet of paper, please label and succinctly answer each of the following questions in one or two paragraphs.*

- A. Why do you wish to work at Providence Christian School?
- B. What areas do you feel are your strengths? Your weaknesses?
- C. What do you believe about the origin of the earth and mankind?
- D. Briefly describe your understanding of classical Christian education.

### **Confidentiality Agreement**

As a matter of Christian integrity and honor and as a trusted member of the Providence Christian School faculty and staff, I hereby agree that I will maintain an attitude of confidentiality regarding the students, faculty, and staff of Providence Christian School.

\_\_\_\_\_  
Signature of Applicant

### **Lifestyle Commitment**

#### ***Declaration and Agreement to Ethical and Moral Integrity***

*Initial:*

\_\_\_\_\_ Employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of the school to the children (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living. Furthermore, the use of vulgar or profane language, the loss of temper, and sinning in anger will not be tolerated (Col. 3:17, Titus 2:7-8, I Thess. 2:10, 5:18, 22-23, and James 3:17-18).

\_\_\_\_\_ Employee pledges to refrain from all activities that provide a public platform to, or imply support or even neutrality toward those who advocate positions on serious moral issues that are clearly contrary to the sanctity of life teaching, most especially the reverence for the sanctity of all human life from conception to natural death. From the moment of conception, each person is created in the image of God and points us to God's sovereign rule in this world. All human life is of inestimable worth and significance in all its dimensions, including the unborn, the aged, the widowed, the mentally handicapped, the unattractive, the physically challenged and every other condition in which humanness is expressed from conception to the grave (Genesis 1:26, 27, 5:1; Psalm 139:13-16; Exodus 20:13; Psalm 127:3).

\_\_\_\_\_ Employee agrees that the Bible dictates the standards for sexual behavior, as well. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden, and as such, violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. God recognizes homosexuality and other deviant behavior as perversion and sin. Therefore, deviation from Scriptural behavioral standards is grounds for termination (Romans 12:1-2; I Cor. 6:9-20; Eph. 4:1-11, 5:1-7; I Thess. 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17).

\_\_\_\_\_ Providence Christian School stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design (Genesis 1:27; Genesis 2:7; Genesis 2:22-23). Parents and legal guardians who choose to enroll their children at Providence Christian School are agreeing to support these and other basic biblical values derived from historical Christianity and the relevant Christian positions embraced by the First Presbyterian Church, under whose authority PCS rests. Parents understand and agree that Providence Christian School will teach these principles and biblical values. In addition, the Board of Directors urge parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5,6 Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with parents (Ephesians 6:4). PCS was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. PCS will (only) consider admission for students from families willing to support Providence's philosophy of Christian education, student conduct requirements, and the school's above-stated positions and those willing to allow their children to be educated and influenced in an intentionally Christian environment based on biblical principles. Continued enrollment at PCS is contingent upon the same understanding and support.

**Applicant's Certification and Agreement**  
***Declaration and Agreement to Ethical and Moral Integrity***

*Initial:*

\_\_\_\_\_ I understand that Providence Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, age, or qualified disability. Employment with Providence Christian School is open to qualified individuals who are Christians of good character, without regard to race, gender, national or ethnic origin, age, or disability. Providence Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must be in agreement with the Providence Christian School ministry statement, and must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

\_\_\_\_\_ 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 during any phase of the hiring process 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 and agree 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 position.

\_\_\_\_\_ 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. I waive the right to personally view any references given to the school.

\_\_\_\_\_ Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records 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 that it could reflect adversely on the school or on me as a Christian role model. I understand that I will be required to submit verification of my legal right to work in the United States.

**I have read and understand the statements initialed in the Lifestyle Commitment and the Certification and Agreement sections of this application. I agree to conduct my behavior in a manner which conforms to these expectations. I understand that this is only an application for employment and that no employment contract is being offered at this time.**

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Signature of Applicant

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Date



**PROVIDENCE CHRISTIAN SCHOOL  
CONFIDENTIAL PRIMARY SCREENING FORM**

This application is to be completed by all applicants for any position involving the supervision of minors. Persons seeking a position in the school as a paid employee will be required to complete an employment application and background check in addition to this screening form. It is being used to help the school provide a safe and secure environment for those children who participate in our programs and use our facilities.

PERSONAL

Date: \_\_\_\_\_ Student(s) related to you: \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Cell Phone: (     ) \_\_\_\_\_

1. Have you ever been convicted of or pleaded guilty to a crime?

Yes \_\_\_\_\_ (if yes, please explain – attach a separate page, if necessary) \_\_\_\_\_

No \_\_\_\_\_

2. Were you a victim of abuse or molestation while a minor?

Yes \_\_\_\_\_

No \_\_\_\_\_

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Administrator rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for work.

3. Do you have a current driver's license?

Yes \_\_\_\_\_ If yes, please list your driver's license number \_\_\_\_\_

No \_\_\_\_\_

4. Do you have any work related disabilities, and if so, what accommodations would be necessary? \_\_\_\_\_

5. Do you have any work related disabilities, and if so, what accommodations would be necessary? \_\_\_\_\_

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Administrator rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for work.

6. Name of church of which you are a member: \_\_\_\_\_

7. List all previous church work involving children (list each church's name and address, type of work performed, and dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal References (not former employers or relatives)

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Telephone(\_\_\_\_\_) \_\_\_\_\_

**Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for working with children. In consideration of the receipt and evaluation of this application by Providence Christian School, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the policies of Providence Christian School, and to refrain from unscriptural conduct in the performance of my services on behalf of the school.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

### Request for Criminal Records Check and Authorization

I hereby request this law enforcement office to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said office from any and all liability resulting from such disclosure.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Maiden Name if Applicable \_\_\_\_\_

Print all Aliases \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Social Security Number (last four digits only) \_\_\_\_\_

Today's Date \_\_\_\_\_

Record Sent To:

Providence Christian School  
Attention: Administrator  
4847 Murphy Mill Road  
Dothan, AL 36303