



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 -

Dear Applicant,

Thank you for your interest in being considered for part of the teaching and ministry team of Providence Christian School at Meadow Wood, a ministry of First Presbyterian Church.

We feel that communicating our vision for this classical Christian educational model is an essential part of our hiring process. Therefore, we ask interested educators to read Douglas Wilson's book, *The Case for Classical Christian Education*. The book is available at the school office, First Presbyterian Church, or Amazon. We recommend waiting to complete the application until after reading the book.

After your application has been received and reviewed, the personnel committee will contact you if they would like to schedule an interview. Before an applicant is hired, he or she must be interviewed by the personnel committee. All applications will be kept on file for consideration of future employment opportunities for five years.

We look forward to hearing from you and welcome your prayers. If you have any questions about the school or the application process, feel free to call or stop by the school office at any time.

In Christ,

Peter Hansen
Head of School

Job Description: Grammar School Principal

Job Title	Grammar School Principal
Dept/ Grades	PCS 1 st -6 th Grades
Reports to/Evaluated by	Head of School
Supervises	Grammar School Teachers Extended Day Teachers
Position Requirements	Profess to be a regenerate Christian, who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). Gives testimony that of a sense of God's will, and that this Christian service and ministry are by God's direction and for His glory. Master of Education or a Bachelor's degree in education and willingness to participate in a program to complete a Master of Education degree Classroom instruction experience

Job Purpose:

The Grammar School Principal serves as the chief administrator, educational leader, and spiritual shepherd for the staff and students in 1st – 6th grades. The Principal is responsible for implementing and managing the policies and procedures established by the School Board and the Head of School to ensure that the vision, mission, and values of Providence Christian School are realized in the day-to-day operation of the Grammar School. As the leader of the Grammar School, the Principal must communicate effectively with staff, students, parents, community members, and colleagues.

ESSENTIAL FUNCTIONS OF THE POSITION:**General Leadership:**

- Understand, articulate, and promote the vision, mission, and values of Providence Christian School;
- Establish and promote high Christian standards and expectations for all students and staff to encourage excellent academic performance and Godly character;
- Model the highest Christ-like behavior consistent with a professional school environment in all interactions with all school stakeholders;
- Maintain a highly visible presence with students, staff, and parents of the school;
- Communicate effectively both orally and in writing with the various elements of the school community;

- Model Christ-likeness by living clearly within the bounds of Biblical authority;
- Demonstrate servant leadership in dealing with staff, students, and parents;
- Take an active interest in the lives of those under his/her authority by getting to know them personally, discovering where they are spiritually and professionally, and helping them take the next steps for growth in these areas;
- Pray for the school community under his/her charge on a regular basis.

Instructional Supervision and Staff Development:

- Supervise the Grammar School instructional programs;
- Observe classes to evaluate the instructional methods, strategies, and abilities of the staff while providing constructive feedback as needed to promote teacher excellence and growth;
- Train, evaluate, and encourage the Grammar School faculty, providing suitable opportunities for personal and professional growth;
- Conduct Grammar School teacher evaluation that assesses teaching skills, content knowledge, classroom management, student discipline, and parent communications;
- Recommend contract renewal or non-renewal of Grammar School teachers and staff to the Head of School;
 - Assume responsibility to identify, recruit, interview, and recommend Grammar School faculty and staff members of excellence for the interview process;
- Ensure that faculty members obtain appropriate continuing education to meet ongoing certification requirements;
- Evaluate and implement curriculum for 1st – 6th grades in accordance with academic excellence and a Biblical worldview, including the ongoing evaluation and selection of instructional materials and textbooks;
- Oversee the implementation and ongoing revision of the PCS Curriculum Guides, in collaboration with the Logic/Rhetoric Principal and Head of School;
- Ensure alignment between Grammar, Logic, and Rhetoric Schools educational philosophies, curricular goals, and assessments;
- Implement effective assessment procedures that monitor individual student growth and performance as well as the school-wide attainment of instructional goals;
- Analyze appropriate assessment data and make instructional decisions in response to data collected;
- Review and approve all Grammar School field trips and curricular events well in advance while ensuring trips are well supervised and provide a safe environment;

School Climate and Culture:

- Promote spiritual health and growth within the Grammar School, in collaboration with the Administrative team, including direct oversight of assemblies, and times of staff and team meetings;
- Encourage positive staff morale; Lead regularly scheduled staff and team meetings for the Grammar School faculty to promote open communication and professional development;
- Meet regularly with grade-level teams to provide a bridge of communication with teachers;
- Ensure a safe, orderly educational environment that encourages students to model Christ-like behavior;

- Implement and participate in a student discipline process that is constructive, encourages Christ-like behavior, and restores relationships;
- Notify the Head of School immediately of any behavior that poses a risk to other faculty, administrators, or students that could damage the reputation of the school;
- Maintain appropriate documentation regarding discipline issues;
- Notify the Head of School and any appropriate agencies immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or students appearing to be under the influence of alcohol or controlled substances;
- Supervise appropriate health and guidance services within the Grammar School;
- Address any staff, student, or parent issues in accordance with the principles set forth in Matthew 18 as commanded by Jesus Christ.

Daily Operations and Building Management:

- Develop the Grammar School master schedule, working in cooperation with the Logic/Rhetoric School Principal, faculty, and administrative staff;
- Ensure that employees follow all applicable school policies, procedures, and contractual agreements;
- Promote an attractive, aesthetically pleasing school environment that is conducive to learning;
- Ensure all students and staff care for and respect the school's physical facilities and resources;
- Organize, promote, and attend co-curricular programs within the Grammar School ensuring that they are implemented in a professional and effective manner;
- Ensure adherence to all emergency preparedness protocols established by the school;
- Conduct necessary emergency preparedness drills in collaboration with the Logic/Rhetoric School Principal, and Head of School;
- Avoid crisis situations by anticipating problems and making timely, clearly communicated, and effectively implemented decisions.

Parent and Community Relations:

- Communicate with parents to create a cooperative relationship that supports the students and mission of the school;
- Include parents, as appropriate, to ensure their involvement and assistance;
- Implement opportunities for parental involvement and education for the attainment of academic, spiritual, and fellowship goals;
- Provide opportunities for Grammar School students and staff to serve in the local community.

Financial Management:

- Work in cooperation with the Head of School and the Financial Administrator to establish and adhere to the annual budget;
- Make recommendations for both short and long-term needs in all aspects of the Grammar School programs;

SUPPLEMENTAL FUNCTIONS OF THE POSITION:

- Demonstrate continued personal growth through participation in professional activities and organizations;
- Communicate frequently with the Head of School;
- Meet regularly with the Head of School for accountability, communication, and planning;
- Supervise all activities related to maintaining accreditation within the Grammar School;
- Interview prospective Grammar School families;
- Perform other duties as assigned by the Head of School.

REQUIRED SPIRITUAL QUALITIES:

- Have received Jesus Christ as your personal Savior;
- Believe that the Bible is God's Word and standard for faith and daily living;
 - Accept without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of this school and is committed to upholding them.
- Be a Christian role model in attitude, speech, and actions toward others including a commitment to God's Biblical standards for sexual conduct (Luke 6:40);
- Faithfully attend, financially support and maintain active membership in a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school. (Hebrew 10:25) Employee accepts without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of this school and is committed to upholding them.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ;
- Have the Spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go.

ESSENTIAL PERSONAL QUALITIES:

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The work environment at PCS is one typically found in a school setting. Duties are typically performed in a setting commensurate with the job assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position. The physical demands of the position are ones typically found in a school setting. The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;
- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms.

Job Description for Grammar School Principal DISCLAIMER: Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Providence Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (PCS) may terminate employment at any time for any reason.



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Application for Grammar School Principal (please print)

Date: _____

Position Information

Position Desired: _____

Highest Degree: _____ Field of Degree _____

Number of years teaching experience: _____ 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? _____

Are you prepared to lead a young person to accept Christ as his or her personal Savior?

Yes / No

Have you ever been involved in personal evangelism? Yes / No Please describe your experience(s) _____

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

What books have you read recently that have helped you spiritually? _____

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.¹ 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.²

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.³

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.⁴ 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.⁵

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.⁶

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.⁷

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.⁸

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.⁹

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.¹⁰

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.¹¹

10. _____ **Body of Christ:** All believers are spiritually united in the Lord Jesus Christ. Every believer is a member of the Body of Christ.¹²

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

² Psalm 33:11, Ephesians 1:11, WCF Chapter 3.1

³ Matthew 5:18, 2 Timothy 3:14-17, WCF Chapter 1.8-9

⁴ John 1:2-3, Genesis 1, WCF Chapter 4

⁵ Genesis 1:27, Genesis 2:7, Genesis 2:22-23, WCF Chapter 4.2

⁶ Genesis 1:28, Genesis 2:24, Ephesians 5:22-33, WCF Chapter 24

⁷ Genesis 3:6-8, Romans 3:23, Romans 5:12, WCF Chapter 6.1-3

⁸ 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

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

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

¹¹ 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

¹² 1 Corinthians 1:2, 1 Corinthians 12:12-13, WCF Chapter 25.1-2

Professional Qualifications

Please attach photocopies of all college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personal file.

Formal Training:

List all degrees that you currently possess.

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s): _____

Your Minor(s): _____

Cumulative Grade Point Average: BS/BA _____ Graduate Work _____

Experience:

Sequentially list your teaching experience (most recent first)

	School & Address	Grade(s) and / or Subject(s) Taught	Dates of Employment
1)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
2)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
3)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Reason for leaving your most recent position _____

Number of years of teaching experience: Public _____ Christian _____ Private _____

To what degree are you familiar with various Christian or secular curriculums (i.e. A Beka, Bob Jones, Saxon math, Sing/Spell/Read/Write, etc.)? _____

Other:

List any other academic training relevant to teaching that you have had, including opportunities for travel

List any books or articles that you have read or conferences/classes you have recently attended that have helped you to grow professionally _____

Credentials:

Do you have an ACCS Teaching Certificate? Yes / No

Level: _____ Valid until: _____

Do you have a state teaching certificate? Yes / No

State: _____ Type: _____ Valid until: _____

(Please attach photocopies of any teaching certificates that you hold.)

Preferences:

What subject matter or grade are you most interested in teaching? _____

Are you willing to sponsor or help with any co-curricular activities? Yes / No

Are you particularly interested or gifted in any of the following?

Art: _____ Drama: _____ Physical Education: _____

Foreign Language: _____ (which language? _____)

Music: _____ (which? Vocal / Instrumental / Both)

Competitive, Academic Teams: _____ Sports or Coaching: _____

Other: _____

Personal Interests

List memberships, offices, and honors obtained in:

High School: _____

College: _____

Graduate School: _____

Professional: _____

Currently: _____

List any interests you have which would make a valuable contribution to your students' experience: _____

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***Please include written letters of recommendation from the following:***

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: _____

Providence Christian School has my permission to speak with:

_____past employers

_____current employers

_____personal references

If permission is not granted, please explain: _____

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 teach at Providence Christian School?
- B. What is your philosophy of education? (If you are applying for grades 1-6, please incorporate in your response your belief about how children learn to read)
- C. What do you consider to be the proper classroom atmosphere for teaching?
- D. What are your thoughts on discipline in the classroom, including your view of corporal punishment?
- E. What areas do you feel are your strengths? Your weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please read and give your thoughts on either of these books by Douglas Wilson: Recovering the Lost Tools of Learning or The Case for Classical Christian Education.
- H. For a God-honoring educational environment to exist, describe the proper relationship between the individual families and the Christian school.
- I. Can anything occur outside of God's sovereign control? (What about a believer's salvation, difficult trials that happen to Christians or events like Hitler's rise to power and rule, 9/11, or tsunamis?)
- J. Can anything occur that diminishes God's goodness, wisdom or love?
- K. All believers lean on their own understanding at times. How serious is this and how does the Scripture help us "trust in the Lord with all your heart" instead?
- L. 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

Date

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.

Signature of Applicant

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? _____

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.

5. Name of church of which you are a member: _____
6. 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