

# EMPLOYMENT APPLICATION

## PERSONAL INFORMATION:

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

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number Of Children: \_\_\_\_\_

What is your denominational preference: \_\_\_\_\_

Church Membership: \_\_\_\_\_

Do you have personal assurance that you are a born-again Christian: \_\_\_\_\_

If so, for how long: \_\_\_\_\_

Please give a brief statement of your salvation experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## POSITION APPLYING FOR:

Administrative      Middle School      Elementary      Kindergarten      Preschool

Description of grade level and/or position desired: \_\_\_\_\_

Date You Can Start: \_\_\_\_\_ Are You Presently Employed? Yes No

If So, Where: \_\_\_\_\_ May We Contact Your Present Employer? Yes No



## PROFESSIONAL DATA:

Institutions from which you received a degree or have attended:

School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

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

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

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Other: \_\_\_\_\_

School: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Degree: \_\_\_\_\_

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

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

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Other: \_\_\_\_\_

Certification - State/Other: \_\_\_\_\_ Renewal date: \_\_\_\_\_

ACSI Type: temporary/standard/professional Renewal date: \_\_\_\_\_

Total years of experience: Teaching: \_\_\_\_\_ Administration: \_\_\_\_\_

Job related skills (typing, CDL license, etc.): \_\_\_\_\_

Activities other than religious (civic, athletic, etc.): \_\_\_\_\_

For what reason do you desire to teach at Pine Mountain Academy & Preschool?

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Please give the name and phone number of your current home church and pastor.

Church: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Pastor's Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please indicate the areas in which you have participated in your local church:

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## EMPLOYMENT INFORMATION:

Previous Employers:

Business or School Name: \_\_\_\_\_

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

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

Brief Job Description: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Business or School Name: \_\_\_\_\_

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

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

Brief Job Description: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Business or School Name: \_\_\_\_\_

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

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

Brief Job Description: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of Service: \_\_\_\_\_ Salary: \_\_\_\_\_

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

## REFERENCE INFORMATION:

Applicant References (One must be your current employer.):

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

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## **EMPLOYMENT POLICY**

1. Must be born-again.
2. Must agree without reservation to the Essentials of Faith statement and standards of conduct of Pine Mountain Academy.
3. Must agree as a faculty member to abide by the policies of the PMA Faculty Manual.
4. Must agree to fulfill other reasonable requirements as normally relate to the position which for professional personnel include but are not limited to such activities as:
  - clerical functions
  - supervising study halls
  - assisting in the supervision of extracurricular activities outside normal school hours
5. Office personnel must demonstrate through experience or testing the ability to perform the duties required and must meet any federal, state, or local legal requirements of the position.
6. Teachers for grades K4-12 must have, as a minimum, a four-year degree in early childhood, elementary or secondary education, religious education, or have a major or minor in the academic discipline of the position sought.
7. Counselors or special teachers must have, as a minimum, a four-year degree, a desire to participate if required in graduate training, and experience in the area of specialization.
8. Administrators must have, as a minimum, a four-year degree and a desire to participate, if needed, in graduate training and be willing to commence such work immediately if required. Also, administrative employees must have a minimum of five years' experience in Christian education or have served administratively with another institution(s) for two years or more.

## **SALARY/BENEFITS**

An employee's salary is determined each year by the school board, and salaries are figured on a set base and paid over a ten-month period. Information regarding salary, benefits and professional development requirements and opportunities is available upon request.

## ESSENTIALS OF FAITH

Each school employee shall be required to attest to the following Essentials of Faith and Distinctives of the Christian Faith. These are to be upheld and taught at Pine Mountain Academy based upon our understanding of God's Holy Word, the Bible.

### ***ESSENTIALS OF FAITH***

**We believe** the Old and New Testaments to be inerrant in their original writings and given by inspiration of God to provide a complete revelation of His will for the salvation of men. They make up the divine and only rule of Christian faith and practice. (II Timothy 3:6-17)

**We believe** there is one God, who is infinitely perfect, existing eternally in three Persons: Father, Son, and Holy Spirit. (Luke 3:21-22)

**We believe** in Jesus Christ who is fully human and fully divine. He is the only begotten Son of God, full of grace and truth, conceived by the Holy Spirit and born of the virgin, Mary. (John 3:16, Hebrews 2:9)

**We believe** that the Holy Spirit is a divine person, sent to indwell, guide, teach, and empower the believer, and convince the world of sin, of righteousness, and of judgment. (John 16:7-8)

**We believe** that man was created in the likeness and image of God, and that he fell through disobedience, thereby incurring both spiritual and physical death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of Jesus Christ. (Romans 3)

**We believe** that salvation has been provided through Jesus Christ for all men; 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. (Acts 3:19-30)

**We believe** that Jesus Christ died upon a cross, the just for the unjust, as a substitutionary sacrifice, and all who believe on Him are justified on the ground of His shed blood. (I Peter 3:18)

**We believe** that Jesus Christ was bodily raised up from the dead according to the Scriptures and has ascended to sit at the right hand of the Father in heaven. From there He ever lives to make intercession for His saints as our High Priest and Advocate. (Romans 8:34)

**We believe** in the personal, imminent return of Jesus Christ to establish His Kingdom of righteousness and peace. (John 14:1-4)

**We believe** that Jesus Christ is the head of the Church, which is made up of all those who believe in Him, are redeemed through His blood, and are born again of the Holy Spirit. (Colossians 1:18)

### ***Statement on Marriage, Family, Gender, and Sexuality***

**We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

**We believe** the family is the basic unit of society established by God, who intends for it to consist of a man and a woman legally married to each other in a permanent relationship, which may or may not produce children. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (Genesis 2:24; Deuteronomy 6:6-7; Romans 7:2; I Corinthians 7:10)

**We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23).

**We believe** that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4)

**We believe** that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, bisexual conduct, bestiality, fornication, homosexual behavior, incest, use of pornography, and transgender) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

**We believe** that in order to preserve the function and integrity of PMA as the local Body of Christ, and to provide a biblical role model to the members and the community, it is imperative that all persons employed by Pine Mountain Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Family, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

**We believe** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

**We believe** that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the statement of faith at Pine Mountain Academy.

### ***The Sanctity of Human Life***

**We believe** that all human life is sacred and created by God in His image (Genesis 1:26-27). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

### **DISTINCTIVES**

**We believe** that the local church is a body of believers in Christ who are joined together for the worship of God, for edification through the word of God, for prayer, fellowship, preaching of the gospel, and observance of the ordinances of Baptism and the Lord's Supper. (Acts 2:42)

**We believe** the mission of the Church is to go into the entire world as a witness, preaching the gospel to all nations, and to live a holy life, consistent with our Lord's example and teaching. (Matt. 28:18-20)

**We believe** in the eternal security and everlasting blessedness of the saved and the eternal conscious punishment of the lost. (Rev. 20:12)

**We believe** in the pre-millennial return of Jesus Christ to rapture His bride, the Church, and that He will bring judgments on the earth before His kingdom reign begins. (1 Thess. 4:14-18)

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

***Pine Mountain Academy and Pine Mountain Preschool are Equal Opportunity Employers, and do not discriminate on the basis of sex, race, age, handicap or national origin.***



## PRIMARY SCREENING FORM

The primary screening is to be completed by all applicants for any position involving the supervision or custody of children. This form is being used to help the school provide a safe and secure environment for those children who participate in our ministry programs and use our facilities.

### PERSONAL:

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

Yes (If yes, please explain - attach a separate page, if necessary)

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No

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 head of school rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant from working with children at Pine Mountain Academy.

### CHURCH HISTORY AND PRIOR YOUTH/MINISTRY WORK

Name of church of which you are a member:

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List (name and address) other churches you have attended regularly during the past five years:

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List all previous church/ministry work involving youth (list each church's name and address, type of work performed, and dates):

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List all previous non-church work involving youth (list each organization's name and address, type of work performed, and dates):

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List any training, education, or other factors that have prepared you for working with children:

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The information contained in this application is correct to the best of my knowledge. I authorize any reference or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the 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 Pine Mountain Academy, and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND ISIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

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

## TEACHER QUESTIONNAIRE

This questionnaire is to be completed by all applicants for any teaching position, helping us to have a better understanding of your commitment to Christian Education. If applicable, non-teaching staff should reference the questions related to the position for which they are applying. Any additional comments or suggestions would be welcomed. We appreciate your interest in our ministry. Please consider each question and answer them together in a separate document.

1. Do you consider the teaching profession as a ministry?
2. Why did you decide to become a teacher?
3. Why do you consider Christian education significant?
4. What would you rate as your greatest strength in relating to children?
5. What would you rate as your greatest limitation in relating to children?
6. How do you view your role as a communicator to parents?
7. How has technology impacted the pedagogy in your classroom?
8. Give examples of how you have used technology in the classroom.
9. How would you define blended learning and have you used that method in the classroom?
10. How have you specifically differentiated instructional methods in your classroom to meet specific student's needs?
11. Have you used technology to differentiate instruction in the classroom?
12. Have you had any experience with intelligent adaptive learning software?
13. How has considering the needs of the 21st century learner impacted your teaching pedagogy?
14. How have the following two terms impacted your pedagogy - teacher-focused, learner-focused?
15. How are various types of assessment used in your lesson design and pedagogy?
16. In what way(s) will you relate scriptural principles to the children placed in your classroom?
17. Explain a method of discipline that you have successfully used in a teaching environment.
18. How have you specifically differentiated instructional methods in your classroom to meet specific student's needs?
19. What is the most recent book you have read (in addition to the Bible) or seminar you have attended which had an impact on your thinking in terms of educating children?
20. In what ways, if any, will you relate the implications from the previous answer to your teaching?
21. Please list three specific goals you have (or would have) for the students in your class.

## **BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize Pine Mountain Academy, and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment with Pine Mountain Academy.

I release Pine Mountain Academy and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regard to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Name Suffix: \_\_\_\_\_

Other Last Name: \_\_\_\_\_ Other First Name: \_\_\_\_\_

Other Middle Initial: \_\_\_\_\_ Gender: Male Female

Date of Birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number\*: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

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

County: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Driver's License #: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

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

\*NOTE: The above information is required for identification purposes only and is in no manner used as qualifications for employment.

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