



ADMINISTRATION APPLICATION

Pacific Christian Academy
33645 20th Ave. S.
Federal Way, WA 98003
Office: 253-943-2500
FAX: 253-200-1335
info@pacificchristianwa.com

PERSONAL INFORMATION

Name: _____ Date: _____

Home Address: _____ City: _____ WA: _____ Zip: _____

Cell Phone: _____ Email: _____

Position(s) Applying for: _____ Lunchroom _____ Recess _____ Other: _____

Were you referred to PCA for employment? Yes No If so, by whom? _____

PROFESSIONAL QUALIFICATIONS

Degree(s)/Year or Hours Earned: _____

University: _____ Major: _____ Minor: _____

Teacher/Administrative Certification? Yes No In Process/Status: _____ State: _____

Type of Certificate: _____ Cert.#: _____ Expiration Date: _____ State: _____

Years of Experience: _____ Teaching: _____ Administration: _____

Please list any Bible college classes or Christian Education classes you have taken, including name of course, and place taken:

What is your philosophy of Christian Education?

Non-Discrimination Statement:
Employment at Pacific Christian Academy is open to qualified individuals who are Christians of good character. Pacific Christian Academy does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Pacific Christian Academy is a religious educational ministry, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Pacific Christian Academy'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, serving as a Christian role model.

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

List any other experience or skills you have that you believe are pertinent to a position at PCA.

PROFESSIONAL REFERENCES: (If applying to your first job, you may use academic references.)			
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No

PACIFIC CHRISTIAN ACADEMY STATEMENT OF FAITH:

Do you believe:

In God the Father - the Son - and God the Holy Spirit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
The Old and New Testaments are God's divinely inspired words?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
All have sinned and come short of the glory of God and are in need of salvation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Salvation has been provided for all people through Jesus Christ?	<input type="checkbox"/> No	Yes
That by confessing their sins to God, every believer will be forgiven and cleansed from all unrighteousness?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
That every believer is filled with the Holy Spirit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Healing is provided in the redemptive work of Christ and is available to every believer?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Every believer is to grow up in the Lord through the study of the Word, prayer, and the renewing of the mind?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
In water baptism?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Without reservation, I hereby subscribe to the above statements. (Please sign if you completely agree.)
DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

SIGNATURE: _____ Date: _____

PACIFIC CHRISTIAN ACADEMY MISSION & VALUE STATEMENTS:

PCA is committed to offering families a superior Bible-based education that equips them to be socially relevant leaders who are fully prepared for higher achievement. At Pacific Christian Academy, we believe that a strong academic program in a Christian environment is essential for student success. We believe our students will be leaders equipped to impact the world in ministry, education, business, medicine, fine arts, athletics, science, and technology.

We are a community-involved school developing student servant leaders, equipping each individual to approach life with a Biblical worldview. We create an environment of critical thinking as we develop character by teaching students to be led by the Holy Spirit: achieving academic mastery, excelling in work ethic, developing healthy lifestyle habits, practicing social skills, and living the Christian lifestyle.

Without reservation, I hereby subscribe to the above statements. (Please sign if you completely agree.)
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STATEMENT OF FAITH & STANDARDS OF CONDUCT

Have you asked Jesus to be your Savior and Lord?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you growing in relationship with Him?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you smoke?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you drink alcohol?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you agree that the Bible does not make allowances for homosexual acts, premarital sex, and extramarital sex? o Do you participate in any of these activities?	<input type="checkbox"/> No <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
Do you currently attend church?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Church Name: _____ Pastor's Name: _____

In what ways are you involved in your church and/or other Christian organization?

LEGAL SURVEY & BACKGROUND CHECK:

If hired, can you provide proof of your age?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you used illegal drugs in the last two years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you been convicted of a felony within the last seven years? <i>(Conviction will not necessarily disqualify you for employment.)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have the legal right to work in the United States? <i>(Employment is contingent upon satisfactory proof of ability to work in the United States.)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you resided in the State of Washington for the past seven years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

PLEASE READ AND SIGN

I certify that the information contained in this application and any attachments are true, correct, and complete to the best of my knowledge and agree to have statements checked by Pacific Christian Academy unless I have indicated to the contrary. I authorize the references listed above to provide Pacific Christian Academy with information concerning my previous employment or pertinent information they may have. This includes a criminal background check. Further, I release all parties from all liability for damage that may result from the use of such information. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to the expectations and standards of Pacific Christian Academy and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice at any time, either at my option or at the option of Pacific Christian Academy. I understand that no employee or representative of Pacific Christian Academy other than the Head of School has the authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. I also understand that all offers of employment are conditional on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. I understand that the acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Further, I understand that submitting an application and/or being interviewed does not guarantee employment.

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SIGNATURE: _____ DATE: _____

**** Please write a paragraph describing how your relationship with God began and where you are now and include it with your application.**

PACIFIC CHRISTIAN ACADEMY
STANDARDS OF CONDUCT AND STATEMENT OF FAITH

Lifestyle Statement

1. Employee affirms that, as part of the qualifications for his or her position, that he or she is a "Born Again" Christian who knows the Lord Jesus Christ as his or her Savior. (John 3:3, I Peter 1:23)
2. Employee hereby testifies that he or she has a sense of God's will and believes that working in a Christian school is God's will for him or her.
3. Employee understands that Employee is required to be an exemplary Christian role model. Therefore, a Christ-like attitude and conduct are required at all times. Employee seeks a deep and growing personal devotion to the Lord Jesus Christ, to be obedient to God's Word, and desires to demonstrate exemplary behavior in personal and family life. Employee affirms his or her faithful commitment to, love for and fellowship with the other members of the school staff, and Christian love for the students demonstrated by loving patience and discipline.
4. Employee will endeavor to lead an exemplary Christian life, and do his or her utmost to maintain the highest spiritual standards of conduct, and at all times will work in the best interest of the total ministry of Employer by avoiding any appearance of evil, cultivating a spirit of appreciation and cooperation.
5. Employee understands that as role models for students and for maintaining his or her spiritual life, church attendance and active participation in a local Christ centered church is expected.
6. Employee accepts and agrees to abide by the Statement of Faith and the Mission Statement and School Philosophy of Employer as amended from time to time, and is committed to upholding and fulfilling the Employer mission and philosophy.
7. Employee understands that Employer is an evangelistic school, admitting Christian and non-Christian students who are willing to abide by the rules of Employer. Employee will encourage students in their spiritual growth, recognizing that each individual has a unique relationship with the Lord. Employee is willing to work in an environment where there will be nonbelievers and those "in the process" of getting to know the Lord who, hopefully, will ultimately be changed by the attitude shown them by their teachers.
8. Employee will strive at all times to understand, appreciate and serve the students entrusted to Employee for instruction, and will to the best of Employee's ability provide for their fullest spiritual, intellectual, physical, and emotional development. Employee will relate to students, colleagues, parents, Administrations, and the Board of Employer in a biblically based, cooperative and positive manner.
9. Our school expects all of its employees to model the same Christian values and lifestyle that it seeks to instill in its students. I declare that as a follower of Christ, I am not engaging in and commit not to engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, and extramarital sex), homosexual activity, sexual harassment, including improprieties toward minors as defined by Scripture and federal or state law. (Romans 12:1-2; Ephesians 4:1-11; Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

As an Employee of Pacific Christian Academy, I agree to this lifestyle statement without mental reservation. **DISCLAIMER:** By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Employee Name: _____ Signature: _____ Date: _____

STATEMENT OF FAITH

1. Employee believes the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (II Timothy 3:15, II Peter 1:21).
2. Employee believes there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. Employee believes in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. Employee believes in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. Employee believes in the resurrection of both the saved and the lost; those that have accepted Christ unto the resurrection of eternal life and those who have not accepted Christ unto the resurrection of eternal judgment (reference: John 5:28,29).
6. Employee believes in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. Employee believes in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. Employee believes that the key to living a victorious, biblical lifestyle is the renewing of the mind to God's way of thinking. This means that our behavior and attitude exhibit the principles given in scripture. (Romans 12:1-2)
9. Employee believes in the baptism of the Holy Spirit and praying in other tongues. (Acts 2:4, Acts 2:38)
10. Employee believes salvation is found only in Jesus Christ (John. 1:12, Acts 4:12, John 14:1).
11. Employee believes everyone who calls on the name of the Lord will be saved (Romans 10:12).
12. Employee believes through repentance and turning to God there is total forgiveness of sins (Acts 3:19, 1 John 1:9).

13. Employee believes Jesus Christ came to earth as the Son of God. He lived a sinless life, was crucified on the cross for the sins of all humanity and was raised from the dead on the third day. He now rules and reigns in heaven and will one day return to the earth to rule as the King of Kings and the Lords of Lords.
14. Employee believes we are saved by faith, believing God raised Jesus from the dead and confessing Him as Lord (Romans 10:9-10).
15. Employee believes in water baptism for the born again person and the regular receiving of the Lord's body and blood in the communion service. (Matt. 3:16; 28:19; Acts 8:36-39)
16. Employee believes that God immutable and with His purpose 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 rejection of the image of God within that person.
17. Employee believes that marriage is only defined as the uniting of one man and one woman in a single, exclusive union, as stated in Scripture. (Genesis 2:18 - 25). We believe that God intends sexual relationship and 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)

Employee understands, will teach, and will uphold this statement of faith without creating division. **DISCLAIMER:** By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Employee Name: _____ Signature: _____ Date: _____

Pacific Christian Academy Staff Prior Work Experience

Name: _____

Highest Degree: _____

Date Received: _____

Work at PCA:

Begin Month	Begin Year	End Month	End Year	Role	Hrs/Day	Days/Wk	Admin Use

Work at another school:

Begin Month	Begin Year	End Month	End Year	School	Role	Hrs/Day	Days/Wk	Admin Use

Continued on back side

Work other than at a school:

Begin Month	Begin Year	End Month	End Year	Company	Role	Hrs/Day	Days/Wk	Admin Use

Other experience (degrees, certificates, classes, etc.) relevant to your position:

Begin Month	Begin Year	End Month	End Year	Company	Role	Hrs/Day	Days/Wk	Admin Use

I attest that all statements and representations set forth above are true and accurate. I understand that I cannot change this information in the future.

Signature:

Date:

Admin Approval:

Date: