

# Punxsutawney

CHRISTIAN SCHOOL

814 • 938 • 2295

[www.punxsutawneychristianschool.com](http://www.punxsutawneychristianschool.com)



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Train a child in the way he should go and when he is old  
he will not turn from it. Proverbs 22:6

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## Application for Employment

When submitting your application, please include the following documents to expedite the application process:

- PCS job application
- Resume
- Three letters of reference (2-professional, 1-your choice)
- Pastoral reference form
- Copy of teaching certificate (if applicable)

### Employment Questionnaire

If you are applying for a (substitute or full-time) teaching position please complete the following essays. (Type your responses to the questions on separate sheets of paper and be concise)

1. What is your philosophy of education?
2. Why is a Christian education important?
3. How do you effectively integrate education and Christianity?
4. What do you think is the greatest threat to Christianity in today's world and how do you plan to address this threat when teaching classes?
5. In the last 5 years, in what areas have you made the greatest spiritual gains? How have these gains changed you and how will this impact your teaching?
6. What area of your life needs the greatest improvement and what are you doing to address this need?

Please submit all required documentation, including essay questions. You may submit PDFs via email to [office@punxsutawneychristianschool.com](mailto:office@punxsutawneychristianschool.com), to enable us to schedule interviews in a timely fashion. You may mail original copies to the address below, or bring them to your interview.

# Application for Employment

Position Applying For: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street
City
State
Zip

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

LIST, IN ORDER OF PREFERENCE, THE GRADES, SUBJECTS AND/OR POSITIONS FOR WHICH YOU ARE APPLYING:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Educational Background					
	School/Institution	Major/Minor	Diplomas, Degrees, or Credits earned	Grade Point Average	
High School					
College/university					
College/university					
Other					

Employment History 1			
Dates		Name of Employer and Address	Your Title:
<b>From:</b>			
<b>To:</b>			<b>Telephone:</b>
		<b>Contact Person:</b>	
<b>Job Duties:</b>		<b>Reason for Leaving:</b>	

Employment History 2			
Dates		Name of Employer and Address	Your Title:
<b>From:</b>			
<b>To:</b>			<b>Telephone:</b>
		<b>Contact Person:</b>	
<b>Job Duties:</b>		<b>Reason for Leaving:</b>	

## General Background Information

Do you have a driver's license and reliable transportation to get to work?		YES		NO
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You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere"(no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence, or probation.

You may omit: minor traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a youth offender law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?		YES		NO
Are you currently under charges for a criminal offense?		YES		NO
Have you ever forfeited bond or collateral in connection with a criminal offense?		YES		NO
Within the last ten years, have you been fired from any job for any reason?		YES		NO
Within the last ten years, have you quit a job after being notified that you would be fired?		YES		NO
Have you ever been professionally disciplined in any state?		YES		NO
Are you subject to any visa or immigration status, which would prevent lawful employment?		YES		NO

*NOTE: If you answered "YES" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.*

<b>References</b>			
References should include individuals that have a first-hand knowledge of your professional competence and your personal qualifications			
Name	Position	Address	Telephone

## Other Qualifications

Summarize special job-related skills and qualification acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, technology skills or professional development activities:

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## Pastoral Reference Form

The following information is needed before employment at Punxsutawney Christian School will be considered.

To Be Completed by Employee:

Name(s): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

### Remaining form to be completed by Pastor

1. Is the above individual a member and in good standing of your congregation? \_\_\_\_\_

2. How long have they been active members of your church? \_\_\_\_\_

3. Does the individual attend worship service regularly, occasionally, or seldom? \_\_\_\_\_

4. What church activities is the individual participating in? \_\_\_\_\_

5. How would you describe the individual's commitment to Christ and His Church? \_\_\_\_\_

6. What recommendation do you give for this individual to be considered for employment at Punxsutawney Christian School?

\_\_\_\_\_ Highly Recommend    \_\_\_\_\_ Recommend    \_\_\_\_\_ Cautiously Recommend    \_\_\_\_\_ Do Not Recommend

Name of Church: \_\_\_\_\_

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

Church Phone Number: \_\_\_\_\_

Pastor's Signature

Date