



PINECASTLE
CHRISTIAN ACADEMY
One Family. One Purpose

PCCA ADMINISTRATIVE EMPLOYMENT APPLICATION

The mission of Pine Castle Christian Academy is to prepare the next generation, one student at a time, to impact the world for Christ.

Your interest in Pine Castle Christian Academy is appreciated. We invite you to fill out this application and return it to our school office.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Personal Information

Name _____

Date _____ Date available _____

Address _____

Cell Phone _____ Home Phone _____

E-mail Address _____

Can you perform all the essential job function(s) of the position(s) for which you are applying with or without reasonable accommodations? Yes No

If no, please explain _____

Pine Castle Christian Academy
7101 Lake Ellenor Drive
Orlando, FL 32809
407-313-7222 (PCCA) 407-313-7226 FAX

B. Position Desired

Full time Part time

- Guidance Director School Administrator Dean of Students
 Registrar Business Manager Admissions Director
 Development Director Other _____

How did you learn about the position for which you are applying?

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?

C. Essay Portion

Attach numbered answers in a separate document.

Education

- 1) Please state your philosophy of education.
- 2) Describe your personal understanding of Christian education.
- 3) What are the qualities of an excellent administrator?
- 4) What is your approach to leadership?
- 5) How would you establish/maintain a strong relationship with faculty, parents, and students?
- 6) What do you feel are your strengths and weaknesses?

Spiritual Maturity

- 1) Briefly, give your testimony. How and when did you become a Christian?
- 2) Which church do you attend? How long have you attended?
- 3) In what areas are you currently serving as a church volunteer?
- 4) Do you agree with the current PCCA Mission Statement included at the beginning of this application?
Please comment.
- 5) Do you agree with the current PCCA Vision, Core Values and Philosophy of Education (page 6)? Please comment.
- 6) Do you agree with the PCCA Statement of Faith and ACSI Lifestyle Statement (page 7)? Please explain.

D. Education, Certification, Employment History and References

1. Complete the following information regarding your educational experience.

* Please attach photocopies of all your postsecondary transcripts. Transcripts must be provided to the school for inclusion in your personnel file.

School Name/Location	Major/Minor	Degree	Dates Attended	Year Graduated	Grade Point Average

2. List your certifications below.

* Please attach photocopies of any ACSI or state certificates held.

Certification	Date Received	Expiration Date	Endorsement

3. Starting with your current employer, list your last three jobs.

Dates of Employment	Name and Address of Employer	Position	Salary	Reason for Leaving

4. Please list three personal references below.

Name/Complete Address	Phone Number	Position

E. Applicant's Certification and Agreement

I understand that Pine Castle Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact 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 Pine Castle Christian Academy 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 ever 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 my 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.

Answer the following with Yes or No:

1. Are you eligible to work in the United States? Yes No
2. Have you ever been convicted of a criminal offense, other than a minor traffic violation? Yes No
3. Does your name appear on any Sex Offender Database in any state or country? Yes No
4. Have you ever been accused or charged with a crime or incident involving a child, the elderly or the disabled? Yes No
5. Have you ever struggled with any sin involving a child, the elderly or the disabled? Yes No
6. Have you ever been charged with a crime or misconduct at your workplace? Yes No
7. Have you ever been accused of improper conduct by an employer or as a volunteer for any reason? Yes No
8. Is there any other information regarding your past that is relevant to your involvement with PCCA, including but not limited to a child, the elderly, the disabled or ministry in general we should know? Yes No

If you answered "Yes" to any of the questions above, please provide a written explanation on a separate sheet of paper and attach it to this form. Please be prepared to discuss your answers. By signing below I agree to immediately inform PCCA of any subsequent information, including any accusations, convictions or other occurrences that relate to the areas of inquiry set forth above.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand all statements included within the application.

Signature of Applicant

Date

PCCA Vision Statement

The vision of PCCA is to be a college and life preparatory Christian school focusing on families that want an affordable Christian education, and known for life changing spiritual development, an academic culture that inspires learning, and teaches excellence within a diverse community. This framework is integrated with our biblical perspective to uncover the unique design of each child, who is nurtured and challenged to be whom and what he/she is called to be for God's kingdom.

PCCA Core Values

- **Modeling Christ-like character** by exemplifying His love
"Whoever claims to live in Him must live as Jesus did." I John 2:6
- **Equipping students** with a Biblically-based foundation and Christian world view in academics, athletics and arts
"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." II Timothy 3:16, 17
- **Educating with excellence** through academic, ethnic, financial and spiritual diversity
".....for you are all one in Christ Jesus." Galatians 3:28b
- **Partnering in Christ** with families and community
"And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another." Hebrews 10:24, 25a
- Provide opportunities in **developing servant leadership**
"Humble yourselves, therefore, under God's mighty hand, that He may lift you up in due time. I Peter 5:6
- Laying a lasting foundation by **creating a Godly legacy**
"A good person leaves an inheritance for their children's children." Proverbs 13:22a

PCCA Philosophy of Education

- 1) The Bible is the authoritative, inerrant, infallible Word of God and all truth is derived from Him. God's Word is the foundation of the educational experience at PCCA. The integration of Biblical truth is planned into the learning experience, such that students will learn how to think critically in the context of Biblical truth, how to defend their faith, and how to live a lifestyle that is in alignment with the Christian faith. (2 Timothy 3:16-17)
- 2) All board members, administrators, faculty and staff must profess faith in Christ alone and consistently model Him in everything they say and do. Daily examples of godly character, dependence on God and loving service to others are vital to helping students build a real and practical spiritual foundation that informs and inspires their view of the world they are being prepared to impact. (Galatians 5:19-25, I Corinthians 13, Ephesians 4)
- 3) An academic framework is in place that, from the earliest ages, challenges and prepares students for the next level of school, the workplace and future ministry. This framework necessitates the students' mastery of skills and knowledge needed for a successful, productive life. All instruction will be driven by a Biblically-integrated curriculum guide and supported by appropriate instructional resources. The curriculum and instructional resources at PCCA must be in agreement with the values and policies of the school, and positioned for excellence through a creative approach, pertinent and timely content, successful methodology and measurable, actionable assessment. (Proverbs 22:6, 2 Peter 1:3-8)
- 4) A vibrant spiritual culture is fostered that looks beyond the perceived potential of each student, pointing them to Christ and directing them to seek, pursue and begin fulfilling God's purpose in their lives. Students should come to view their faith as a real, practical relationship with their God and acknowledge His hand guiding and directing their lives on a daily basis. (Ephesians 6:12, Hebrews 12:2)
- 5) PCCA should reflect the diversity of God's creation through the ethnic, socio-economic, spiritual and academic diversity of our students. Unity built through the acceptance and celebration of differences enables a strong, supportive and flourishing school community to be developed. (Acts 10:33-35, John 13:35, 1 Peter 2:17, James 1:27, James 2:1-9, Proverbs 29:7)
- 6) Promoting an outward focus that envisions the welfare of the world around us and provides practical opportunities for our students to serve others and experience what it truly means to be **IN** the world as salt and light, but not **OF** the world. (Matthew 28:19-20, John 3:16, Mark 16:15, Matthew 5)

PCCA Statement of FAITH

This statement of faith defines the foundation of our educational ministry at PCCA upon which we build the unity between home and school. While there will always be diversity within the framework of these foundational beliefs, we may choose to discontinue employment, volunteer services or other agreements should you hold contradictory beliefs and/or support a lifestyle at home that contradicts these scriptures and biblically based values.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe 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, Hebrew 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)
 - His personal return in power and glory (Acts 1:11, Revelation 19:11)
4. We believe 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 alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe 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, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

ACSI Lifestyle Statement

ACSI is a religious, non-profit Christian school representing Jesus Christ throughout the evangelical Christian community worldwide. ACSI requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The above Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). ACSI believes that biblical marriage is limited to a covenant relationship between a man and a woman.

ACSI employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of PCCA that each employee will have a lifestyle where “...He might have the pre-eminence.” Col. 1:18.