



Penn Christian

ACADEMY

Penn Christian Academy does not discriminate in employment or the terms or conditions of employment, on the basis of sex, race, color, national or ethnic origin, age, or disability. As a religious educational institution, Penn Christian Academy is permitted statutorily and constitutionally to, and does, discriminate on the basis of religion.

APPLICATION FOR EMPLOYMENT

Head of School

PLEASE PRINT

Date of application _____

Position applying for: *Head of School*

Referral source _____

Name _____ Email _____

Address _____

Home Phone _____ Cell Phone _____

Have you filed an application here before? ☐ Yes ☐ No If yes, give date _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date _____

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No (Executive searches are often confidential — please indicate the appropriate stage to make contact.)

Are you on a lay-off and subject to recall? ☐ Yes ☐ No

Have you been convicted of a felony within the past seven years? ☐ Yes ☐ No (Conviction will not necessarily disqualify applicant from employment.) If yes, please explain

On what date would you be available for work? _____

Give a brief personal testimony of faith. (A more detailed reflection is requested in the Essay Questions section of this application.)

EDUCATION

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed / Degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Honors Received				

State any additional information you feel may be helpful to us in considering your application (certifications, professional development, ministry involvement, etc.).

Summarize your special skills and qualifications for Christian school leadership acquired from employment or other experience.

REFERENCES

Please list three references, including at least one supervisor, peer, or direct report, and your current pastor. References should not be related to you.

1. Supervisor or Direct Report:

Name _____ Relationship _____ Phone _____
Email _____
Address _____

2. Pastor:

Name _____ Relationship _____ Phone _____
Email _____
Address _____

3. Colleague or Peer:

Name _____ Relationship _____ Phone _____
Email _____
Address _____

EMPLOYMENT HISTORY

Please list your employment history, starting with your present or most recent position. Include ministry assignments and volunteer leadership roles.

EMPLOYER 1

Employer _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Starting Pay _____ Ending Pay _____

Supervisor or Direct Report _____

Reason for Leaving

EMPLOYER 2

Employer _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Starting Pay _____ Ending Pay _____

Supervisor or Direct Report _____

Reason for Leaving

EMPLOYER 3

Employer _____ Telephone _____

Address _____

Dates Employed: From _____ To _____

Job Title _____ Starting Pay _____ Ending Pay _____

Supervisor or Direct Report _____

Reason for Leaving

ESSAY QUESTIONS

Please respond thoughtfully to each of the following questions, using the space provided below each prompt. Attach additional pages if you need more room.

1. Describe your spiritual journey of faith in Jesus Christ. Indicate how God is using you in your work, in your church, and in your community.

2. How has your relationship with Jesus Christ shaped your career and influenced your decision to apply for this position?

3. Describe your experience with Christian education, both personally and professionally.

4. How would you define the marks of educational excellence in a Christian school, and how would you pursue them as Head of School?

5. Describe your leadership and management style, including how you build trust with a board, faculty, and families, and the strengths you would bring to this position.

6. Describe a time you led an organization through a significant challenge or season of change. What did you learn, and how would that experience shape your leadership at Penn Christian Academy?

7. What is your philosophy on financial stewardship, enrollment growth, and fundraising for a Christian school, and what experience do you bring in these areas?

8. How would you approach a situation in which a parent, staff member, or board member disagreed with a decision you made? How does Scripture inform your approach to conflict resolution?

APPLICANT'S STATEMENT

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer or employee in writing.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY		
Arrange Interview	☐ Yes ☐ No	Remarks:



LIFESTYLE STATEMENT

I will abide by the following lifestyle statement:

Penn Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Penn Christian Academy requires its board members and employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Board members and 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, appropriate personal and family relationships, business conduct, and moral behavior. A board member and 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 board members or management.

The Penn Christian Academy Lifestyle Statement expects board members and employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct that defies the criterion of a Christian role model includes, but is not limited to, sexual intimacy outside the bonds of marriage, and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). Penn Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Conduct of all board members and employees shall be above reproach while we walk in the Spirit, exhibiting the Fruit of the Spirit (Galatians 5:22-23). Consequently, as a personal standard we agree, according to the grace of God, to have lives that are characterized by an avoidance of the works of the flesh such as immorality, impurity, sensuality, idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, envying, drunkenness, carousing, filthy or foolish talk, crude joking, etc. (Galatians 5:19-21; Ephesians 5:4).

Penn Christian Academy board members and 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 the Board or termination of employment. It is the goal of Penn Christian Academy that each board member and employee will have a lifestyle in which "[Christ] may have the preeminence" (Col. 1:18, NKJV).

I am an active member in an evangelical church in our community.

I have studied these statements of commitment and have prayed over them. My signature below indicates that I meet the lifestyle standards and the Christian role model expectations of this Christian school. I believe God would have me serve on the Board of Penn Christian Academy or as an employee, according to these standards.

Candidate Signature: _____ Date: _____



EMPLOYEE CODE OF ETHICS

1. I agree that, as part of the qualifications for this position, I am a “born-again” Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the school's Statement of Faith, and I am committed to upholding it.
2. I agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of tobacco, illicit drugs, the use of vulgar and profane language, and the public use of alcoholic beverages (Col. 3:17 KJ, Titus 2:7-8 TLB, 1 Thess. 2:10 TLB, 1 Thess. 5:18, 22-23 KJ, and James 3:17-18).
3. I agree to accept the board's interpretation of biblical standards for my sexual behavior. That any sexual misconduct — including, but not limited to — premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model. I agree that such behaviors are grounds for immediate dismissal from my position of ministering to children.
4. I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
5. I agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).
6. I affirm that I have read and will abide by the Job Description. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the School Board without prior notice during this contract year.
7. I agree to provide the Board with a copy of all required Clearances as covered by Pennsylvania law and I testify that I am not involved in any activity that could cause harm to a child.
8. I agree to provide the Board with an official transcript of all college and graduate studies and I testify that I meet the qualifications for the position that I may be hired to fill.
9. I agree to maintain an atmosphere that is conducive to a healthy work environment. This includes maintaining a professional appearance.
10. I agree to try at all times to understand, appreciate, love, and serve the students, faculty, staff, and parents. I agree to observe appropriate confidentiality in regard to pupil, parent, family, personnel, and Board matters.
11. I agree to be on time and efficient in my work performance each day. I also agree to be present for such meetings and conferences as may be called by the Board.
12. I agree to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that a student is to be referred to his/her local church if a debatable topic arises of a theological nature.
13. I agree to attempt to resolve differences with others (parents, fellow-workers, the Board) by following the biblical pattern of Matthew 18:15-17.

Please sign below if you are able to agree to the school's Code of Ethics should you be selected for hire:

Candidate Signature: _____ Date: _____



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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as Head of School with Penn Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment. 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 Penn Christian Academy, 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 Penn Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Please Print) _____ Date _____

Applicant's Signature _____

Pennsylvania Arrest/Conviction Report and Certification (PDE-6004)

Pennsylvania law (Act 24 of 2011 and Act 82 of 2012) requires all current and prospective school employees to complete the Commonwealth's standardized Arrest/Conviction Report and Certification Form (PDE-6004), included on the following page.



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ARREST/CONVICTION REPORT AND CERTIFICATION FORM

Pursuant to Act 24 of 2011 and Act 82 of 2012 — PDE-6004

SECTION 1. PERSONAL INFORMATION

Full Legal Name _____

Other names by which you have been identified _____

Date of Birth ____ / ____ / ____

SECTION 2. ARREST OR CONVICTION

- ☐ By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.
- ☐ By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§ 1-111(e) or (f.1) ("Reportable Offense(s)").

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify the offense, the date and location of arrest and/or conviction, docket number, and the applicable court (attach additional pages if necessary).

SECTION 3. CHILD ABUSE

- ☐ By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
- ☐ By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

SECTION 4. CERTIFICATION

By signing this form, I certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Applicant's Signature _____ Date _____