



**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

PLEASE PRINT

Date of application _____

For which position(s) are you applying? _____

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? Y / N

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? _____

Are you available to work Full Time Part Time Temporary

Give a brief personal testimony of faith.

AN EQUAL OPPORTUNITY EMPLOYER

	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				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				
Honors Received				

State any additional information you feel may be helpful to us in considering your application.

Summarize your special skills and qualifications acquired from employment or other experience.

Please list name, address and telephone numbers of three references who are not related to you and are not previous employers.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Are you a Veteran of the U.S. Military Service? £ Yes £ No If yes, which branch? _____

Indicate languages that you speak, read, and/or write. _____

Please list employment history, starting with your present or last job. Include military service assignments and volunteer activities.

Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			
Employer	Telephone	Dates Employed	
		To	From
Address			
Job Title		Hourly Rate/Salary	
Supervisor		Starting	Final
Reason for Leaving			

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks _____

Employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment _____
Job Title _____	Salary _____ Department _____
Given by (name & title) _____	Date _____



LIFESTYLE STATEMENT

Effective July 1, 2015

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, 1Tim. 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.

Signature: _____ Date: _____



PENN CHRISTIAN ACADEMY

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 Administrator 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 Administrator 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, and school 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 administration.

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, administration) 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 _____ 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 the **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 (Print)

Date

Applicant's Signature

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

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)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

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.

Signature

Date

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

LIST OF REPORTABLE OFFENSES

- **A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:**

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

<ul style="list-style-type: none"> ▪ Chapter 25 (relating to criminal homicide) ▪ Section 2702 (relating to aggravated assault) ▪ Section 2709.1 (relating to stalking) ▪ Section 2901 (relating to kidnapping) ▪ Section 2902 (relating to unlawful restraint) ▪ Section 2910 (relating to luring a child into a motor vehicle or structure) ▪ Section 3121 (relating to rape) ▪ Section 3122.1 (relating to statutory sexual assault) ▪ Section 3123 (relating to involuntary deviate sexual intercourse) ▪ Section 3124.1 (relating to sexual assault) ▪ Section 3124.2 (relating to institutional sexual assault) ▪ Section 3125 (relating to aggravated indecent assault) ▪ Section 3126 (relating to indecent assault) ▪ Section 3127 (relating to indecent exposure) ▪ Section 3129 (relating to sexual intercourse with animal) ▪ Section 4302 (relating to incest) ▪ Section 4303 (relating to concealing death of child) 	<ul style="list-style-type: none"> ▪ Section 4304 (relating to endangering welfare of children) ▪ Section 4305 (relating to dealing in infant children) ▪ A felony offense under section 5902(b) (relating to prostitution and related offenses) ▪ Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) ▪ Section 6301(a)(1) (relating to corruption of minors) ▪ Section 6312 (relating to sexual abuse of children) ▪ Section 6318 (relating to unlawful contact with minor) ▪ Section 6319 (relating to solicitation of minors to traffic drugs) ▪ Section 6320 (relating to sexual exploitation of children)
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- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.”
- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - the United States; or
 - one of its territories or possessions; or
 - another state; or
 - the District of Columbia; or
 - the Commonwealth of Puerto Rico; or
 - a foreign nation; or
 - under a former law of this Commonwealth.

- **A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:**

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.