



Phone 413.782.8031
Fax 413.782.8033
Web www.pvcama.org

965 Plumtree Road
Springfield, MA 01119

**A MESSAGE FROM THE HEADMASTER,
MR. TIMOTHY DUFF**

Pioneer Valley Christian Academy is founded upon the conviction that God is the author of all truth and creator of all life. This eternal triune God, God the Father, God the Son, Jesus Christ, and God the Holy Spirit has revealed Himself through the Bible, His infallible and inerrant Word. Based upon God's inerrant and infallible Word, Pioneer Valley Christian Academy seeks to educate, train, and encourage its students to reach their highest spiritual, intellectual, social, cultural, and physical potentials. We seek to present the truth about God, life, the world, and everything in it. Pioneer Valley Christian Academy is an independent school in partnership with families and churches instilling a Christian world view through a liberal arts education.

Your interest in Pioneer Valley Christian Academy is appreciated. The school seeks qualified individuals who are interested in pursuing a career in an independent, interdenominational Christian School environment. We invite you to complete this initial application and return it to our school office. As we review applications for possible openings, we will be in further communication with those individuals whose qualifications most closely correspond to our expected needs. At that time, we will request transcripts of all undergraduate and graduate work and any other relevant information. Before a position is offered, an interview will be conducted to guarantee the strongest candidates.

We look forward to further contact with you.

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Full Legal Name: Miss () Mrs. () Mr. () Ms. () _____

Application Date _____/_____/_____ Date Available _____/_____/_____

Present address _____

Phone _____ (Street) Work Phone _____ (City) Cell Phone _____ (State) (Zip)

Email _____ Best way to contact you? Home Work Cell Email

Marital Status

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Single | <input type="checkbox"/> Widowed, not remarried |
| <input type="checkbox"/> Engaged | <input type="checkbox"/> Widowed, remarried |
| <input type="checkbox"/> Married | <input type="checkbox"/> Divorced, not remarried |
| <input type="checkbox"/> Separated | <input type="checkbox"/> Divorced, remarried |

Please attach explanation if divorced or remarried.

Years married _____ Number of children _____ Ages _____

Spouse's name _____ Occupation _____

Finances: Please indicate your most recent annual salary _____

Position Desired _____ Full Time Part Time

PERSONAL FAITH

Do you know Jesus Christ as your personal Lord and Savior? _____ For how long? _____

Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes _____ No _____

On a separate paper, briefly submit your present relationship with the Lord and your Christian testimony.

CHURCH AFFLIATION

Name of church you currently attend _____

Address _____

Phone _____ Street City State Zip

Phone _____ Pastor's Name _____

How long have you attended your current church? _____

Are you a member? Yes No Number of years _____

Are you active in your church? In what capacity? _____

In what church activities are you involved? _____

What other types of Christian service have you been involved in since becoming a Christian? _____

DEVOTIONAL

Describe your routine personal Bible study and prayer life. _____

What books have you read recently that have helped you spiritually? _____

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required for inclusion in your personnel file.

FORMAL EDUCATION

What degree or degrees do you hold?

| Degree | Issuing Institution | Date Received |
|--------|---------------------|---------------|
| | | |
| | | |
| | | |

What was your college major? _____

What was your college minor? _____

PROFESSIONAL EXPERIENCE (if applicable)

List your full-time work experience with the most recent first.

| Place | Position Held | Dates |
|-------|---------------|-------|
| | | |
| | | |
| | | |

OTHER EXPERIENCE

List other work experiences that may have significance for the type of position for which you are applying. (Please indicate if any of these were with Christian organizations.)

| Place | Type of Work/Experience | Dates |
|-------|-------------------------|-------|
| | | |
| | | |
| | | |

HEALTH

In your opinion, do you have any physical or health limitations that may hinder your fulfilling essential functions of this position or affect your participation in any aspect of the program? If so, please explain.

BACKGROUND INFORMATION

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position?

_____No _____Yes If yes, explain.

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? _____No _____Yes If yes, indicate the nature of the offense, the date, the court, and the disposition.

PERSONAL PHILOSOPHY

On separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.

- A. Why do you desire employment in a Christian school?
- B. What areas do you feel are your strengths? Weaknesses?
- C. Please summarize any additional information that you would like to present regarding your candidacy for this position.

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have applied for a position with Pioneer Valley Christian Academy. I authorize Pioneer Valley Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release of any information requested by Pioneer Valley Christian Academy, such as employment records, performance reviews, and personal references.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable.

I further waive the right to view, personally, any references given to Pioneer Valley Christian Academy.

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

Name _____
Applicant's Name – Please Print _____
Date

Signature _____
Applicant's Signature _____
Date

REFERENCES

Sign the *Reference Release Form* that is enclosed and return it with this application. Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Please do not list family members or relatives for references.

Personal

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Employer

Give three references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Name (with title) _____ Position _____

Address _____
(Street) (City) (State) (Zip)

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

STATEMENT OF FAITH

1. We believe the whole Bible to be inspired by God, meaning that holy men of God “were moved by the Holy Spirit” to write the very words of Scripture. The whole Bible in the original manuscripts is without error in all genres of Scripture – historical, poetical, doctrinal, and prophetic; this is the only authoritative Word of God given for our practical instruction for living (Mark 12:26, 36; 13:11; Luke 24:27, 44; Acts 1:16; 26:22-23; 28:23; I Corinthians 2:13; 10:11; II Timothy 3:16; II Peter 1:20-21).
2. We believe in one Triune God, eternally existent in three co-equal persons: Father, Son, and Holy Spirit. These three persons are one God, possessing the same nature, attributes, and perfections, and deserving of the same worship (Matthew 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4; II Corinthians 13:14; Hebrews 1:1-3; I John 5:4-6; Revelation 1:4-6).
3. We believe in the deity of our Lord Jesus Christ, who was born of a virgin, received a human body and a sinless human nature resulting in His sinless human life. As a perfect man, sinless throughout His life, He was absolute deity, fully God and fully man at the same time. He was able to function both in His humanity and deity in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future, personal, and physical return in power and glory (Luke 2:40; 24:51; John 1:29; 3:16; Acts 1:11; I Corinthians 15:3; Philippians 2:5-11; I Peter 2:21-24).
4. We believe that man was created in the image of God, male and female with equal personal dignity, but that through sin, he brought upon himself and posterity not only physical death, but also spiritual death; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word, and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite (Genesis 1:27; Romans 3:9-19; 5:12; 7:5; Galatians 3:22; Ephesians 2:1-10; James 1:15).
5. We believe that God wonderfully and immutably created mankind in His image, each person as male (man) or female (woman), sexually different but equal in personal dignity. These two distinct, complementary genders together reflect the image and nature of God. Consequently, individuals must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their created predominant biological sex – including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. Rejection of one’s biological sex is a rejection of the image of God within that person (Genesis 1:26-28; Psalm 139:13-16; Romans 1:26-32; I Corinthians 6:9-11).
6. We believe that the word “marriage” has only one meaning: the uniting of one man and one woman in a single exclusive, permanent, comprehensive, and conjugal “one flesh” union, as defined in Scripture for the purpose of procreation and the establishment of a biological family and in furtherance of the moral, spiritual, and public good of binding together father, mother, and child. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (Genesis 2:18-25; I Corinthians 6:18; 7:2-5; Hebrews 13:4).
7. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman; therefore, any form of sexual immorality including but not limited to co-habitation, adultery, fornication, incest, zoophilia, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, same-sex sexual acts, sexual harassment, use or viewing of pornographic material or websites, sexual abuse or improprieties toward minors as defined by Scripture and federal or state law, or any other violation of the unique roles of male and female are (is) sinful and offensive to God and must not be practiced (Genesis 2:18-25; Matthew 15:18-20; I Corinthians 6:9-10, 18; 7:2-5; Hebrews 13:4).

8. We believe that the salvation of lost and sinful man is a free gift of God's grace, apart from works, based solely upon Christ's substitutionary and atoning death, affected by the regenerating work of the Holy Spirit, and received by each person that confesses and forsakes his sin, seeks His mercy and forgiveness through Jesus Christ, and trusts in Christ's finished work on the cross (Acts 3:19-21; Romans 3:23; 10:9-10; I Corinthians 6:9-11; II Corinthians 5:21; Galatians 4:4-7; Ephesians 2:8-9; Titus 3:5; I Peter 3:18).
9. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:24, 28, 29).
10. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life (John 14:16, 26; 16:8; Galatians 5:22-25).
11. We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:21-23).
12. We believe that in order to preserve the function and integrity of Pioneer Valley Christian Academy as the local Body of Christ and provide a biblical role-model to PVCA members and the community, it is imperative that all persons employed by PVCA in any capacity, or who serve as volunteers, agree to and abide by these statements on gender, marriage, and sexuality (Statements 5, 6, and 7 in this document), (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).
13. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines and beliefs of Pioneer Valley Christian Academy (Mark 12:28-31; Luke 6:31).

_____ I fully support the *Statement of Faith* as written, without reservations.

_____ I support the *Statement of Faith* except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature of Applicant

Date

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Pioneer Valley Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national, or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or, if hired, may subject me to immediate dismissal. 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 understand that I must submit and authorize Pioneer Valley Christian Academy to conduct a criminal history/background check. I understand and agree that any offer of employment 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.

I authorize Pioneer Valley Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Pioneer Valley Christian Academy such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to view personally any references given to Pioneer Valley Christian Academy.

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

Signature of Applicant

Date

Pioneer Valley Christian Academy

Declaration of Moral Integrity

Our academy expects all of its employees and its volunteers with supervised or unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of the academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to any form of sexual immorality including co-habitation, adultery, fornication, incest, zoophilia, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, pornography, same-sex sexual acts, sexual harassment, use or viewing of pornographic material or websites, sexual abuse or improprieties toward minors as defined by Scripture and federal or state law, or any other violation of the unique roles of male and female (Genesis 2:18-25; Matthew 15:18-20; I Corinthians 6:9-10, 18; 7:2-5; Hebrews 13:4).

Scripture References

Let the marriage bed be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous (Hebrews 13:4 ESV).

A disciple is not above his teacher, but everyone when he is fully trained will be like his teacher (Luke 6:40 ESV).

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role-model lifestyle requirements of this Christian academy.

Signature

Date

Pioneer Valley Christian Academy

Lifestyle Statement

The Pioneer Valley Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Pioneer Valley Christian Academy requires its employees to be born-again Christians, living their lives as Christian role-models (Romans 10:9–10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a Godly way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity in appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, exhibit love for others, live contentedly under authority, and commit to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Pioneer Valley Christian Academy 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 any form of sexual immorality including co-habitation, adultery, fornication, incest, zoophilia, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, pornography, same-sex sexual acts, sexual harassment, use or viewing of pornographic material or websites, sexual abuse or improprieties toward minors as defined by Scripture and federal or state law, or any other violation of the unique roles of male and female (Romans 1:21–27, 1 Corinthians 6:9–20). Pioneer Valley Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman.

The Pioneer Valley Christian Academy 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 Pioneer Valley Christian Academy that each employee exhibits a lifestyle in which “He (Christ) may have the preeminence” (Colossians 1:18, NKJV).

I acknowledge that I have read, understand, and will abide by the terms and conditions of the *Lifestyle Statement*.

Signature

Date