

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

We are grateful for your interest in Pioneer Valley Christian Academy. The school seeks qualified individuals who are interested in pursuing a career in an independent, interdenominational Christian School. Education at Pioneer Valley Christian Academy is founded upon the conviction that God is the author of all truth and creator of all life. We believe that the 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.

Please read the enclosed materials to acquaint yourself with our school. As stated on the enclosed sheet, applicants must be Massachusetts and the Association of Christian Schools International certified or present a plan as to the projected date when it will be completed. Additionally, the applicant, for a full-time position, must be willing to pursue an advanced degree. A plan needs to be presented to the Headmaster after the first year. We require that every employee be a regenerated believer in Jesus Christ, demonstrate the gift of teaching, and commit to the calling of God for the Christian education of youth. Regular attendance in an evangelical church is required of every employee. All employee school-age children must attend the Academy.

We invite you to complete this application and return it to our school office. As we review applications, 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 candidate.

We look forward to further contact with you.

**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 \_\_\_\_\_

# TEACHER 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 \_\_\_\_\_

If married, is your spouse supportive about your working in a Christian school? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

Finances: Please indicate your most recent annual salary \_\_\_\_\_

## POSITION DESIRED

Full Time  Part Time Please check the grade in order of preference:

<i>Preference</i>	<i>1<sup>st</sup></i>	<i>2<sup>nd</sup></i>	<i>3<sup>rd</sup></i>
Preschool	_____	_____	_____
Kindergarten	_____	_____	_____
Elementary	_____	_____	_____
Middle School	_____	_____	_____
High School	_____	_____	_____

## 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 \_\_\_\_\_

*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.

What degree or degrees do you hold?

Degree	Issuing Institution	Date Received

What was your college major? \_\_\_\_\_

What was your college minor? \_\_\_\_\_

Do you hold a professional educator's certificate?  Yes  No

Valid in what state \_\_\_\_\_ Granted (date) \_\_\_\_\_ Expires (date) \_\_\_\_\_

**TEACHING EXPERIENCE**

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

School Name	Grade or Subjects	Dates

Reason for leaving your most recent position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you under contract for the coming year? Yes \_\_\_\_\_ No \_\_\_\_\_

**OTHER EXPERIENCE**

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

Place	Type of Work/Experience	Dates

List any other educational advantages that you have had, including opportunities for travel.

\_\_\_\_\_

\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow professionally.

\_\_\_\_\_

\_\_\_\_\_

**TEACHING CREDENTIALS**

Do you have an ACSI Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what level?

\_\_\_\_\_ Standard      \_\_\_\_\_ Professional      \_\_\_\_\_ Lifetime      Expiration Date \_\_\_\_\_

Do you have a valid state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what state? \_\_\_\_\_ Certification areas \_\_\_\_\_

Please attach photocopies of any certificates.

## CHRISTIAN SCHOOL PREPARATION

Attach a typed copy of your personal Christian philosophy of education.

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

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If not, would you be willing to take such a course? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you had other courses emphasizing specific training for Christian schools? Give details.

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Are you capable of teaching a Bible class? Yes\_\_\_\_ No\_\_\_\_ If yes, what would be your subject preferences?

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List any conferences in which you have participated in or seminars which you have led.

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Describe how teacher evaluation has been helpful to you.

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## PERSONAL INTERESTS

Are you willing to assist in extra-curricular activities?  Yes  No

If yes, in what areas are you interested and feel competent? (Please list in order of preference)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

List your hobbies and personal interests. \_\_\_\_\_

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## 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.

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## **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.

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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.

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## **PERSONAL PHILOSOPHY**

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

1. Why do you desire to be a teacher/administrator in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What areas do you feel are your strengths? Weaknesses?
4. What do you believe about the origin of the earth and mankind? How do you interpret the Genesis creation account in light of modern science?
5. What is your philosophy of classroom discipline?

## **CURRENT ISSUES**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher, you may be asked specific questions about controversial issues by your students. On a separate sheet of paper, share your personal convictions as a Christian role model toward the following:

1. Wine, beer, and other alcoholic beverages
2. Tobacco
3. Marijuana and other drugs
4. Music
5. Premarital sex
6. Divorce and remarriage
7. Abortion
8. Homosexuality
9. Gender Dysphoria



# Pioneer Valley Christian Academy

## 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 cohabitation, 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 acknowledge that I have read, understand, and agree with Pioneer Valley Christian Academy's *Statement of Faith*.

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*Signature*

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*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*

## 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.

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*Signature of Applicant*

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*Date*

### CRIMINAL OFFENDER RECORD INFORMATION REQUEST FORM

Pioneer Valley Christian Academy is registered under the provisions of M.G.L. c.6 & 172 to receive Criminal Offender Record Information, CORI, for the purpose of screening current and otherwise qualified prospective employees, subcontractors, and volunteers. As an applicant, employee, or school volunteer, I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only and that it will not necessarily disqualify me. The school may conduct subsequent CORI checks within one year of the date this form is received, provided, however, PVCA gives written notice of any subsequent checks. This authorization is valid for one year from the date of receiving this document. I may withdraw, at any time, my consent for a CORI check by providing written notice to PVCA.

By signing below, I provide my consent to a CORI check and affirm that the information provided is true and accurate.

A copy of both sides of a current driver's license must be submitted with the application.

\_\_\_\_\_  
*Applicant/Employee Signature* \_\_\_\_\_  
*Date*

.....  
**APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)**

\_\_\_\_\_  
Applicant's Last Name Name \_\_\_\_\_  
Applicant's First Name \_\_\_\_\_  
Applicant's Middle

\_\_\_\_\_  
Former Last Name (1) \_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Former Last Name (2)

\_\_\_\_\_  
Date of Birth \_\_\_\_\_  
LAST 6 DIGITS of SS Number \_\_\_\_\_  
\*ID Theft Index PIN  
(if applicable)

\_\_\_\_\_  
Father's Last Name \_\_\_\_\_  
Father's First Name

\_\_\_\_\_  
Mother's Last Name \_\_\_\_\_  
Mother's First Name \_\_\_\_\_  
Maiden Name

Applicant's Current Address Applicant's Former Address

\_\_\_\_\_  
Street \_\_\_\_\_  
Street

\_\_\_\_\_  
City \_\_\_\_\_  
City

\_\_\_\_\_  
State Zip \_\_\_\_\_  
State Zip

Sex \_\_\_\_\_ Height \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight \_\_\_\_\_ Eye Color \_\_\_\_\_

State Driver's License Number \_\_\_\_\_  
(include state of issue)

.....  
Verified by:

\_\_\_\_\_  
*Print Name of Verifying Employee* \_\_\_\_\_  
*Signature of Verifying Employee* \_\_\_\_\_  
*Date*