



Phone 413.782.8031
Fax 413.782.8033
Web www.pvcama.org

965 Plumtree Road
Springfield, MA 01119

**A MESSAGE FROM THE HEADMASTER
DR. JOSHUA KEEGAN**

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.

We require that every employee be a regenerated believer in Jesus Christ and be an active member in an evangelical church. All employee school-age children must attend the Academy.

As we review applications, we will be in further communication with those individuals whose qualifications most closely correspond to our expected needs. An interview will be scheduled for all applicants.

We look forward to further contact with you.

Dr. Joshua Keegan

A handwritten signature in black ink, appearing to read 'Joshua Keegan', with a long horizontal flourish extending to the right.

Head of School



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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* and return it with this application. Give three references who are qualified to speak of your spiritual experience and Christian service, listing 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_____

STAFF APPLICATION

PERSONAL INFORMATION

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

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

Present address _____

(Street)

(City)

(State)

(Zip)

Phone _____ Work Phone _____ Cell Phone _____

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

Marital Status:

☐ Single ☐ Married ☐ Divorced, not remarried ☐ Widowed, not remarried
☐ Engaged ☐ Separated ☐ Divorced, remarried ☐ Widowed, remarried

Please attach explanation if divorced or remarried.

Years married _____ Number of children _____ Ages _____

Spouse's name _____ Occupation _____

POSITION

Position Desired _____ ☐ Full Time ☐ Part Time

Finances: Please indicate your most recent annual salary _____

PERSONAL COMMITMENT

Do you know Jesus Christ as your personal 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, give a brief synopsis of your Christian testimony and your present relationship with the Lord.

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. _____

PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree	Issuing Institution	Date Received

What was your college major? _____

What was your college minor? _____

EMPLOYMENT EXPERIENCE

List other work experiences that may have significance for the type of position for which you are applying.

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?

☐ Yes ☐ No

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? ☐ Yes ☐ No

If yes, indicate the nature of the offense, the date, the court, and the disposition.

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.

Signature of Applicant

Date