



Paradise Valley Christian  
PREPARATORY

## **SUBSTITUTE APPLICATION**

### **STATEMENT OF FAITH**

The basis of faith shall be the Word of God as interpreted by the following:

1. We believe that the Bible, made up of 66 books, verbally inspired and free from error in doctrine, fact and ethic, i.e. inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. We believe in one triune God, eternally existent in three co-equal persons - Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, and in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His Ascension to the right hand of the Father, and in His personal and physical return in power and glory.
4. We believe that man was created in the image of God, but through sin, he brought upon himself and his posterity, not only physical death but also spiritual death which is separation from God. All human beings by physical birth possess a sinful nature; therefore, they are actual sinners in thought, word, and deed. As such, man is condemned to hell and utterly unable to remedy his condition by himself or by ecclesiastical rite.
5. We believe that the salvation of lost and sinful man is a free gift of God's grace and apart from works, based solely upon His vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross.
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost - they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
8. We believe in the spiritual unity of all believers in the Lord Jesus Christ.

### **MISSION STATEMENT**

Our mission, for the glory of God, is to be the high school and college preparatory of choice.

### **VISION**

Building the Kingdom through children.

### **OBJECTIVES**

1. To teach basic Biblical truths.
2. To integrate Bible into all subjects.
3. To teach students and prepare them for their future.
4. To build strong Christian character and leadership skills.
5. To teach social graces.
6. To teach personal responsibilities.
7. To develop good citizenship.
8. To teach students to get along with unbelievers & believers of different faiths.



# Paradise Valley Christian P R E P A R A T O R Y

11875 N. 24TH STREET  
PHOENIX, AZ 85028  
602-992-8140 FAX 602-992-8152  
www.pvcp.org

## APPLICATION

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Paradise Valley Christian Preparatory is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you. If we have continued interest in your candidacy, we will arrange for a personal interview. After the interview, we may contact your references.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, exemplify Christ.

Please read our Statement of Faith, Mission Statement, Vision and Objectives on the preceding page. If you agree with these statements, please continue.

We look forward to receiving your application. Thank you for your interest in the ministry of Paradise Valley Christian Preparatory. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for \_\_\_\_\_

Application date \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Street address \_\_\_\_\_

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

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Email \_\_\_\_\_



Have you ever been charged with a felony? If yes, explain \_\_\_\_\_

\_\_\_\_\_

### B. Christian Background

**On a separate page, briefly give your Christian testimony**

Please carefully read our statement of faith and indicate your degree of support.

- I fully support the statement as written, without mental reservations.
- I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you currently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_

\_\_\_\_\_

Describe your routine of personal Bible study and prayer. \_\_\_\_\_

\_\_\_\_\_

What books have you read recently that have helped you spiritually? \_\_\_\_\_

\_\_\_\_\_

Do you consider yourself an organized person? Explain. \_\_\_\_\_

\_\_\_\_\_

### C. Professional Qualifications

**Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**



Sequentially list your teaching/administrative experience with the most recent first.

Place	Grades or Subjects	Dates

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

Place	Type of Work/Experience	Dates

What degree or degrees do you hold?

Degree	Issuing Institution	Dates

What were your majors? \_\_\_\_\_

Your minors? \_\_\_\_\_

What was your GPA? \_\_\_\_\_

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 grow professionally:

\_\_\_\_\_

List any conferences, seminars you have led or participated in recently:

\_\_\_\_\_

\_\_\_\_\_



### D. Position Desired

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

- Preschool  Kindergarten  Elementary \_\_\_\_\_
- Junior High \_\_\_\_\_
- High School \_\_\_\_\_
- Full time  Part time  Substitute

Do you have an ACSI Early Education Teaching Certificate or K–12 ACSI Teaching Certificate?

- Yes  No

If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching or administrator's certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Please attach photocopies of any teaching certificates

Please list activities or sports that you would be capable and or qualified to direct, sponsor, advise, or coach. (Indicate grade or ability levels)

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### E. Employment History

Please start with your current or most recent employer and work backward for the past ten years.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

---

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

---

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

---

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

---



3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**F. Personal References**

You will need to sign the attached Authorization to Release Reference Information form and return it with this application. Do not list family members or relatives for references. Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

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

Name and complete address	Phone	Position

Please send a copy of the Substitute Reference Form to two people with knowledge of your professional experience and one person with knowledge of your spiritual qualities.



## H. Applicant's Certification and Agreement

I understand that Paradise Valley Christian Preparatory does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 authorize Paradise Valley Christian Preparatory to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 other matters related to my suitability for the position.

I authorize my former employers and any other references 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 school, my former employers, all other 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 the school.

As I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the 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 or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with Paradise Valley Christian Preparatory. 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 who 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 Paradise Valley Christian Preparatory, 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.

As I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment of terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I waive the right to ever personally view any references given to Paradise Valley Christian Preparatory.

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



PARADISE VALLEY CHRISTIAN PREPARATORY

**SUBSTITUTE REFERENCE FORM #1**

Date \_\_\_\_\_

Candidate's Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Dear Evaluator:

As part of our hiring process, candidates are asked to have persons who have knowledge of their professional and spiritual qualities to complete this form. Please complete and return by mail or fax as soon as possible. It will become part of the candidate's application document and will remain strictly confidential. Thank you for your assistance.

Please indicate your evaluation of applicant by placing an (x) in the appropriate column

	Excellent	Good	Average	Fair	Poor	No Data
Health	_____	_____	_____	_____	_____	_____
Personal Neatness	_____	_____	_____	_____	_____	_____
Organizational Abilities	_____	_____	_____	_____	_____	_____
Efficiency/Work Ethic	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Attitude toward Supervisors	_____	_____	_____	_____	_____	_____
Rapport with Colleagues	_____	_____	_____	_____	_____	_____
Consideration For Others	_____	_____	_____	_____	_____	_____
Classroom Discipline/Control	_____	_____	_____	_____	_____	_____
Sets/Maintains High Standards	_____	_____	_____	_____	_____	_____
Motivates Students	_____	_____	_____	_____	_____	_____
Rapport with Students	_____	_____	_____	_____	_____	_____
Enthusiasm for Teaching	_____	_____	_____	_____	_____	_____
Creativity in Teaching	_____	_____	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____	_____	_____
Work with/Attitude toward Parents	_____	_____	_____	_____	_____	_____
Evidence of Personal Scholarship	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____
Leadership among Colleagues	_____	_____	_____	_____	_____	_____
Involvement in Extracurricular Activities	_____	_____	_____	_____	_____	_____
Flexibility/Openness	_____	_____	_____	_____	_____	_____
Spiritual Depth	_____	_____	_____	_____	_____	_____
Involvement with Church	_____	_____	_____	_____	_____	_____
Spiritual Maturity	_____	_____	_____	_____	_____	_____
Works at Infusing Christ into Teaching	_____	_____	_____	_____	_____	_____
Christian Role Model	_____	_____	_____	_____	_____	_____

Please underline any traits listed below which may characterize the applicant.

Can be: impatient, intolerant, argumentative, domineering, sullen, cocky, critical of others

Easily: embarrassed, discouraged, depressed, irritated, angered, moody

Frequently: worried, nervous, tense

Given to: exclusive friendships, divisiveness, lack of humor, hard to get close to

Please list below what you feel are the applicant's...  
Strongest Points:

Weakest Points:

Do you personally believe this person would be a good addition to a Christian school teaching staff?

Yes       No       Doubtful

Other comments:

Signature of Evaluator: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*Please mail or fax to:*

**Sheryl J. Temple, Administrator**

Paradise Valley Christian Preparatory

11875 N. 24<sup>th</sup> Street

Phoenix, AZ 85028

Phone: 602 992-8140

Fax: 602 992-8152

PARADISE VALLEY CHRISTIAN PREPARATORY

**SUBSTITUTE REFERENCE FORM #2**

Date \_\_\_\_\_

Candidate's Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Dear Evaluator:

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Organizational Abilities	_____	_____	_____	_____	_____	_____
Efficiency/Work Ethic	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Attitude toward Supervisors	_____	_____	_____	_____	_____	_____
Rapport with Colleagues	_____	_____	_____	_____	_____	_____
Consideration For Others	_____	_____	_____	_____	_____	_____
Classroom Discipline/Control	_____	_____	_____	_____	_____	_____
Sets/Maintains High Standards	_____	_____	_____	_____	_____	_____
Motivates Students	_____	_____	_____	_____	_____	_____
Rapport with Students	_____	_____	_____	_____	_____	_____
Enthusiasm for Teaching	_____	_____	_____	_____	_____	_____
Creativity in Teaching	_____	_____	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____	_____	_____
Work with/Attitude toward Parents	_____	_____	_____	_____	_____	_____
Evidence of Personal Scholarship	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____
Leadership among Colleagues	_____	_____	_____	_____	_____	_____
Involvement in Extracurricular Activities	_____	_____	_____	_____	_____	_____
Flexibility/Openness	_____	_____	_____	_____	_____	_____
Spiritual Depth	_____	_____	_____	_____	_____	_____
Involvement with Church	_____	_____	_____	_____	_____	_____
Spiritual Maturity	_____	_____	_____	_____	_____	_____
Works at Infusing Christ into Teaching	_____	_____	_____	_____	_____	_____
Christian Role Model	_____	_____	_____	_____	_____	_____

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Please list below what you feel are the applicant's...  
Strongest Points:

Weakest Points:

Do you personally believe this person would be a good addition to a Christian school teaching staff?

Yes             No             Doubtful

Other comments:

Signature of Evaluator: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*Please mail or fax to:*

**Sheryl J. Temple, Administrator**  
Paradise Valley Christian Preparatory  
11875 N. 24<sup>th</sup> Street  
Phoenix, AZ 85028  
Phone: 602 992-8140  
Fax: 602 992-8152

PARADISE VALLEY CHRISTIAN PREPARATORY

**SUBSTITUTE REFERENCE FORM #3**

Date \_\_\_\_\_

Candidate's Name \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

Dear Evaluator:

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Personal Neatness	_____	_____	_____	_____	_____	_____
Organizational Abilities	_____	_____	_____	_____	_____	_____
Efficiency/Work Ethic	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Attitude toward Supervisors	_____	_____	_____	_____	_____	_____
Rapport with Colleagues	_____	_____	_____	_____	_____	_____
Consideration For Others	_____	_____	_____	_____	_____	_____
Classroom Discipline/Control	_____	_____	_____	_____	_____	_____
Sets/Maintains High Standards	_____	_____	_____	_____	_____	_____
Motivates Students	_____	_____	_____	_____	_____	_____
Rapport with Students	_____	_____	_____	_____	_____	_____
Enthusiasm for Teaching	_____	_____	_____	_____	_____	_____
Creativity in Teaching	_____	_____	_____	_____	_____	_____
Professionalism	_____	_____	_____	_____	_____	_____
Work with/Attitude toward Parents	_____	_____	_____	_____	_____	_____
Evidence of Personal Scholarship	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____
Leadership among Colleagues	_____	_____	_____	_____	_____	_____
Involvement in Extracurricular Activities	_____	_____	_____	_____	_____	_____
Flexibility/Openness	_____	_____	_____	_____	_____	_____
Spiritual Depth	_____	_____	_____	_____	_____	_____
Involvement with Church	_____	_____	_____	_____	_____	_____
Spiritual Maturity	_____	_____	_____	_____	_____	_____
Works at Infusing Christ into Teaching	_____	_____	_____	_____	_____	_____
Christian Role Model	_____	_____	_____	_____	_____	_____

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Weakest Points:

Do you personally believe this person would be a good addition to a Christian school teaching staff?

Yes       No       Doubtful

Other comments:

Signature of Evaluator: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

*Please mail or fax to:*

**Sheryl J. Temple, Administrator**  
Paradise Valley Christian Preparatory  
11875 N. 24<sup>th</sup> Street  
Phoenix, AZ 85028  
Phone: 602 992-8140  
Fax: 602 992-8152

## **CHECKLIST OF ITEMS TO RETURN WITH APPLICATION**

Christian Testimony (see page 2)

Copy of College Transcripts (can be unofficial)

Copy of Fingerprint Clearance Card if you have one

Substitute Reference Forms (3) given to references to mail back to PVCP

Please return all items with your application (except Reference Forms that will be mailed in my references). Interviews will be scheduled once items are returned.