Paradise Valley Christian
PREPARATORY

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 ethics, i.e. inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice. (II Timothy 3:15; II Peter 1:21)
2. We believe in one triune God, eternally existent in three equal persons - Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), in His sinless life (Hebrews 4:15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (I Corinthians 15:3; Ephesians 1:7, Hebrews 2:9), in His bodily resurrection (John 11:25; I Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19) and in His personal and physical return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe that man was created in the image of God; that through sin he brought upon himself and his posterity, not only physical death, but also spiritual death which is separation from God; 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 condition by himself or by ecclesiastical rite (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. We believe that the salvation of lost and sinful man is a free gift of God's grace 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. (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30)
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. (John 5:28-29)
8. We believe in the spiritual unity of all believers in the Lord Jesus Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28)
9. We believe that biblical marriage is limited to a covenant between a man and a woman. (Matthew 19:4-6)
10. We believe 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; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3).
11. We believe that God is the Author and Creator of life, and because man is created in God's image, life is sacred and must be valued, protected, and defended at all of its stages, from conception through natural death. This includes pre-born babies, the elderly, and those with physical or mental challenges. (Deuteronomy 5:17; Psalm 127:3; Psalm 139; I Corinthians 3:16-17)

Paradise Valley Christian Preparatory is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principle of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Paradise Valley Christian
PREPARATORY

SUBSTITUTE APPLICATION

MISSION STATEMENT

PVCP exists to inspire critical thinking, intellectual integrity, and in-depth worldview study, promoting lifelong Christian discipleship in accordance with God's Word.

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.

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?_____

Paradise Valley Christian
PREPARATORY

Email _____

Date of Birth___/___/___ Last 4 digits of SSN: _____

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 church do you attend? _____

Do you attend regularly? _____ 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. _____

_____

Paradise Valley Christian
PREPARATORY

C. Professional Qualifications

<u>Please attach photocopies of all your postsecondary transcripts</u>. 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:

Paradise Valley Christian
PREPARATORY

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:

Early Education Center: ☐ Director ☐ Lead Teacher ☐ Assistant Teacher
Indicate class preference: ☐ Infants ☐ One's ☐ Two's ☐ Three's

Main Campus:
☐ Elementary (K-5) _____
☐ Middle School (6-8) _____
☐ Upper School (9-12) _____
☐ 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? _____ When does your certification expire? _____

Do you have a state teaching or administrator's certificate? _____ State? _____
What kind? _____When does your certification expire? _____
Please attach photocopies of any teaching certificates

Do you have interest in leading any extra curricular clubs or coaching? If so, what activities and grade levels? _____

_____

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_____

_____

Paradise Valley Christian
PREPARATORY

2. 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 Email 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 Email Address	Phone	Position

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

Paradise Valley Christian
PREPARATORY

G. 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.

_____ _____ _____

Applicant signature Date

Paradise Valley Christian
PREPARATORY

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 a s 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

Date_____ Candidate's Name_____

Evaluator's Name_____

Dear Evaluator:

As part of our hiring process, teacher 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 email 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

Paradise Valley Christian
PREPARATORY

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: _____

Phone: _____

Please email or mail to:

Paradise Valley Christian Preparatory
11875 N. 24th Street
Phoenix, AZ 85028
Phone: 602 992-8140
Fax: 602 992-8152
Email: hr@pvcp.org

Paradise Valley Christian
PREPARATORY

CHECKLIST OF ITEMS TO RETURN WITH APPLICATION

Christian Testimony (see page 3)

Copy of College Transcripts (can be unofficial)

☐ Copies of Teaching Certificates

☐ Copy of Fingerprint Clearance Card

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

Please return all items with your application (except Reference Forms— once completed, those may be emailed to hr@pvcp.org). Interviews will be scheduled once items are returned.