



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. Complete the entire application.
2. Submit a résumé.
3. Answer the following questions in essays of no more than 2 pages each, double spaced:
 - a) Describe your experience and understanding of the Christian faith. Please include your view of the Bible, of the Church, and how following Christ is manifest in your life.
 - b) What is your philosophy of Christian education?
 - c) What is your vision for working out that philosophy at Plumas Christian School and how are your gifts and experience suited to this task? (If you have never visited the school or the community in which it is located, apply your vision to a small school, in a rural community, theologically, economically and educationally diverse.)
4. Be sure to sign the application on the last page.
5. Sign and date the Statement of Faith and Behavioral Expectations.
6. Return the completed application, resume and required essays to:

Plumas Christian School
49 South Linden Avenue
Quincy, CA 95971

Phone: 530-283-0415

FAX: 530-283-2933

Email: Board@PlumasChristian.org

Thank you very much! We look forward to knowing you better.

PLUMAS CHRISTIAN SCHOOL APPLICATION FOR EMPLOYMENT

49 S. Lindan Ave.
Quincy, CA 95971
Phone: 530.283.0415
Fax: 530.283.2933

(PLEASE PRINT)

POSITION(S) APPLIED FOR: _____

NAME: _____ DATE: ____/____/____
 LAST FIRST MIDDLE

ADDRESS: _____
 STREET CITY STATE ZIP

PHONE: (home) _____ (cell) _____ EMAIL: _____

When would you be available for work? ____/____/____

Can you work ____ Full Time ____ Part time ____ Temporary ____ On-Call

Do you have or can you acquire an unrestricted California Drivers' License? ____YES ____NO

Have you been convicted of a crime? ____ YES ____ NO Conviction, if not job-related, will not necessarily disqualify an applicant from employment.

If YES, please explain: _____

EDUCATION and TRAINING

Education	Name of School	City/State	Major	#of Years	Degrees
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Graduate Work	_____	_____	_____	_____	_____
Other Schools	_____	_____	_____	_____	_____

Teaching Credential (if applicable):
 CALIF ACSI Other (please specify): Type: Expiration Location of file

Honors, Awards, Achievements

EMPLOYMENT HISTORY

Start with your MOST CURRENT JOB. Include any job-related military assignments or volunteer activities. You may exclude organizations which indicate race, color, gender, national origin, disabilities, or other protected status.

Are you currently employed? ____ YES ____ NO May we contact your present employer? ____ YES ____ NO

1. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (___) _____
JOB TITLE _____ HOURLY RATE/SALARY _____
Upon leaving
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

2. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (___) _____
JOB TITLE _____ HOURLY RATE/SALARY _____
Upon leaving
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

3. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (___) _____
JOB TITLE _____ HOURLY RATE/SALARY _____
Upon leaving
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

4. EMPLOYER _____ DATES EMPLOYED FROM ___/___/___ TO ___/___/___
ADDRESS _____ PHONE (___) _____
JOB TITLE _____ HOURLY RATE/SALARY _____
Upon leaving
SUPERVISOR _____ REASON FOR LEAVING _____
DESCRIPTION OF DUTIES _____

Christian School Preparation

HAVE YOU HAD ANY COURSES IN THE CHRISTIAN PHILOSOPHY OF EDUCATION? ____ YES ____ NO
WHAT COURSE? WHERE? WHEN?

LIST AREAS OF EXTRACURRICULAR ACTIVITIES YOU ARE QUALIFIED TO SUPERVISE:

LIST BRIEFLY EXPERIENCE YOU HAVE HAD WORKING WITH YOUNG PEOPLE, NOT IN EMPLOYMENT HISTORY:

SUMMARIZE ANY SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCES THAT MAY PARTICULARLY QUALIFY YOU TO WORK WITH PLUMAS CHRISTIAN SCHOOL:

ADD ANY ADDITIONAL INFORMATION YOU WOULD LIKE US TO CONSIDER.

PROFESSIONAL REFERENCES

Please give the names and telephone numbers of three professional references. They should include previous supervisors or managers, coworkers, or others who know your job performance. If not applicable, list three school or professional references who are not related to you.

1. NAME _____ PHONE (____) _____
COMPANY _____ POSITION _____
2. NAME _____ PHONE (____) _____
COMPANY _____ POSITION _____
3. NAME _____ PHONE (____) _____
COMPANY _____ POSITION _____

PERSONAL REFERENCES

Please give the names and telephone numbers of three personal references.

1. NAME _____ PHONE (____) _____
RELATIONSHIP _____
2. NAME _____ PHONE (____) _____
RELATIONSHIP _____
3. NAME _____ PHONE (____) _____
RELATIONSHIP _____

Church Affiliation

NAME OF CHURCH YOU ATTEND: _____ ARE YOU A MEMBER? __YES __NO

HOW LONG? _____ ATTENDANCE: __REGULAR __OCCASIONAL __SELDOM

PASTOR: _____ PASTOR'S CONTACT NUMBER _____

APPLICANT'S STATEMENT

I certify that the information in the application form is true and correct to the best of my knowledge, and I agree to have any of the statements checked by Plumas Christian School unless I have indicated otherwise. I authorize the references listed above, as well as all other individuals Plumas Christian School contacts, to provide any and all information concerning my previous employment and any other pertinent information they may have. Further, I release all parties from any and all liability for any damages that may result from furnishing such information to Plumas Christian School, as well as from the use or disclosure of such information by Plumas Christian School or any of its agents, employees, or representatives.

I understand that any misrepresentation or omission by me in this application or any other form that I prepare or sign, may result in my failure to receive an offer of employment, or if I have been hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of Plumas Christian School as stated in the attached Statement of Faith and Lifestyle Expectations, and as may be amended from time to time at its discretion. I understand that as a condition of initial and continued employment, Plumas Christian School's dispute resolution procedure will be the recognized means of settling employment-related claims. I agree that any such conflicts will be resolved in a biblically faithful manner, and will be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure of the *Institute for Christian Conciliation*—not by civil suit.

Employment with Plumas Christian School is on an "at-will" basis and may be terminated by either the employee or the Company at any time with or without cause or notice. No commitment or other term of employment shall be inferred or otherwise assumed from any source whatsoever, written or oral. Employment for any specified duration shall not be valid or binding on the employee or Plumas Christian School unless it is expressly set forth in a written document and signed by the employee and by the Chairman of the Board of Plumas Christian School. Employment-at-will is a term and condition of employment and continued employment for all persons employed by Plumas Christian School.

I also understand that all offers of employment are conditioned on Plumas Christian School's receipt of satisfactory responses to reference requests, background clearance as required for specific positions, and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

PRINTED NAME

SIGNATURE OF APPLICANT

DATE

Plumas Christian School does not discriminate on the basis of race, color, national or ethnic origin. As allowed by federal and state law, Plumas Christian School chooses to exercise religious preference in all areas that it deems appropriate for its mission.

PLUMAS CHRISTIAN SCHOOL
Statement of Faith

WE BELIEVE in the Scriptures of the Old and New Testaments, and these Scriptures alone, as being the verbally inspired Word of God, infallible, and completely inerrant in the original writings, and of supreme and final authority in faith and life.

WE BELIEVE that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, 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 God the Father, and in His personal, bodily, and visible return in power and glory.

WE BELIEVE that man was created by God, in the image of God; that he sinned after being tempted by that fallen angel Satan, and thereby incurred not only physical death, but also spiritual death which is separation from, and under the wrath of, a just and holy God. In union with Adam, all human beings are sinners by nature and by choice.

WE BELIEVE that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. Among other things, this means employees, and anyone serving in any capacity at Plumas Christian School, are to maintain a lifestyle based upon biblical standards of integrity, and moral conduct. Moral misconduct includes, but is not limited to, promiscuity (sexual activity outside of marriage), homosexual/lesbian, bisexual/transgender behavior—or any violation of the unique roles of male and female (Romans 1:21-27; I Corinthians 6:9-20). PCS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

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.

WE BELIEVE in the “spiritual unity of believers in Christ.”

I agree with the Statement of Faith of Plumas Christian School as stated above.

PRINTED NAME

SIGNATURE OF APPLICANT

DATE

PLUMAS CHRISTIAN SCHOOL

Behavioral Expectations

Plumas Christian School chooses, freely and willingly, to impose upon itself rules for behavior which serve both the long range interests of the institution and the immediate good of its individual members. While we do not necessarily view these expectations as an index to maturity in Christ, we do regard violations as a serious breach of integrity within the school because each member has voluntarily chosen to associate with it and to accept its standards. PCS expects all of its employees and its volunteers with access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students.

Plumas Christian School establishes the following specific behavioral expectations for all faculty and staff members:

- We will not condone or participate in practices that Scripture forbids. Such activities include occult practices, sexual relations outside of heterosexual marriage, all forms of pornography, drunkenness, theft, profanity, gossip, divisiveness, and dishonesty. We also recognize that Scripture condemns “sins of the spirit” such as covetousness, jealousy, pride, and lust. By their very nature, these sins are more difficult to discern. However, because they lie at the heart of the relationship between the individual and God they are of central concern to the Plumas Christian School community.
- We uphold Christian integrity as a core value of the school. Faculty and staff members are expected to take responsibility for their own violations of all behavioral guidelines and demonstrate commitment to the value of integrity in word and deed.
- We believe that the use of tobacco products presents a danger to personal health. We believe that drunkenness is forbidden by Scripture. Under no circumstances shall any member of the community use or possess tobacco or alcohol on campus or when attending school-related student activities.
- We uphold the laws of the local community, the nation, and the state of California. Such laws include prohibitions against possession or use of illegal drugs or drug paraphernalia, the purchase of alcohol for minors, the consumption of alcoholic beverages by persons under the age of 21, drunkenness, and driving under the influence of alcohol.
- Plumas Christian School is committed to providing a learning and work environment free of harassment of any kind. Harassment of any type will not be tolerated.
- We expect our faculty and staff members who choose to marry to abide by the commitment to lifelong heterosexual marriage, and, whether single or married, to strive to maintain relationships shaped and governed by the Word of God.
- We consider the unborn fetus to be a human being and expect all faculty and staff members to support the sanctity of human life at least within the classroom and larger Plumas Christian School community.

- We will join in the greater Christian community of Plumas County, regularly participating in a local church body.

Note: Plumas Christian School may establish other rules and regulations necessary for orderly community life and will list them in appropriate documents.

I declare (a) that during the past year I have not engaged in, (b) that at the current time I am not engaging in, (c) that I promise I will not engage in, and d) that I will not condone in my personal, teaching or professional standards during the term of my employment or volunteering, inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex); homosexual, lesbian, or other sexual misconduct; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I (undersigned) agree with and will abide by the expectations listed in the Faculty and Staff Behavioral Expectations and understand that I may be released from my contract if my actions are not in line with these expectations.

PRINTED NAME

SIGNATURE OF APPLICANT

DATE