



Providence Christian College  
 464 E Walnut St. | Pasadena, CA 91101  
 (626) 696-4000

## Application for Employment - Staff

**POSITION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

How did you hear of this position? (If referral, please list the name):

### PERSONAL DATA

Name: \_\_\_\_\_  
Last First Middle Maiden (if applicable)

Address: \_\_\_\_\_  
Number/Street/Apt # City State Zip Code

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

Have you been convicted of a felony in the last 7 years?  Yes  No

If yes, please attach a detailed explanation including date(s) and disposition of case. A conviction will not necessarily disqualify you from employment.

### CHURCH AFFILIATION

\_\_\_\_\_  
Name of church where your membership is held and denomination City/State

### CONFESSIONAL CONCURRENCE

Please answer each question, and attach an explanation for any answer that is not an unqualified affirmation (click on the texts for hyper-links to the documents listed below):

- Yes No Have you read and can you whole-heartedly subscribe to either or both of:  
 1. [The Three Forms of Unity](#) (Heidelberg Catechism, Belgic Confession and the Canons of Dort), or  
 2. [The Westminster Standards](#) (Westminster Confession of Faith and the Shorter/Larger Catechisms)?
- Yes No Have you read and do you agree with the statement titled "[Providence Christian College, Statement of Purpose](#)"?

### EDUCATIONAL HISTORY

	Name of Institution	Christian School?	City/State	Dates Attended	Degree Granted
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		From: To:	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		From: To:	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No		From: To:	

**WORK EXPERIENCE**

Employer	Date From:	To:
Work Address		
Employer's Phone #	Position Description/Responsibilities	
Position Title		
Supervisor		
Reason for Leaving		

Employer	Date From:	To:
Address		
Employer's Phone #	Position Description/Responsibilities	
Position Title		
Supervisor		
Reason for Leaving		

Employer	Date From:	To:
Address		
Employer's Phone #	Position Description/Responsibilities	
Position Title		
Supervisor		
Reason for Leaving		

Employer	Date From:	To:
Address		
Employer's Phone #	Position Description/Responsibilities	
Position Title		
Supervisor		
Reason for Leaving		

Please explain any gaps in employment:

**PERSONAL REFERENCES**

Name	Address	Phone	Relationship
1.			
2.			
3.			

**ESSAY QUESTIONS**

*Please attach your answers to this application:*

1. *Describe your personal relationship with Jesus Christ.*
2. *Describe briefly your commitment to the Reformed perspective of the Christian faith.*
3. *Explain how your previous work experience would benefit you in your work at PCC.*
4. *Please comment on your unique skills and personal strengths that will help, develop, and build Providence Christian College.*
5. *Are you prepared to sign in good conscience before the Lord the pledge of your office as designated in the By Laws of PCC (if applicable to position applied for)?*
6. *Is there anything else that you would like to share with us regarding your fit for this position?*

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**Thank you for completing this application. Please return this application, along with:**

- Cover Letter (Optional)
- Current Resume or Curriculum Vitae
- Unofficial College Transcripts

**Mail to:**  
**Human Resources Department**  
**Providence Christian College**  
**464 E Walnut Street**  
**Pasadena, CA 91101**

- or -

**Email to:**  
**HR@ProvidenceCC.edu**

**SIGNATURE**

*I certify that all information on this application for employment is true and correct to the best of my knowledge.*

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**Date Completed**

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**Signature of Applicant**

*Providence Christian College endeavors to diversify its faculty, staff, and administration within the framework of its mission. The institution does not unlawfully discriminate against anyone based on race, color, national origin, ethnicity, gender, age, military service status, physical or mental disability, and/or medical condition, consistent with federal and state requirements for nondiscrimination in employment.*