

Application for Employment - Staff

POSITION: _____

DATE: _____

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

PERSONAL INFORMATION

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

CHURCH AFFILIATION & 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):

Name of church where your membership is held and
Denomination
City/State

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 | | | | From: To: | |
| College/ University | | | | From: To: | |
| College/ University | | | | From: To: | |

WORK EXPERIENCE

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

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

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

Please provide explanations for gaps in employment, if applicable:

| |
|--|
| |
|--|

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?

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 -

(Preferred) 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.

Date Completed

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.