

For office use only:
Date Application Rec'd _____
Action Taken _____

Administration Application Form

PROVIDENCE ACADEMY

PROVIDENCE MINISTRIES, INC.
1420 DIVISION STREET, GREEN BAY, WI 54303
PH: 920-592-0890 FAX: 920-592-0935

Thank you for your interest in an administration position at Providence Academy. If you have read our materials and have substantial agreement with the vision outlined, then please complete and return this application form with resume. The Headmaster will contact you regarding the status of your application.

I. Personal Information:

Name: _____ Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone # (home): _____ Phone # (work): _____

Are you a United States Citizen? yes no If no, are you legally able to work in the United States? yes no

Date you would be available for employment: _____

How many days have you missed work or school because of illness during the past two years? _____

Please explain: _____

Do you have any physical conditions that would require special accommodations? yes no If yes, please explain. _____

II. Christian Background and Views:

What is your denominational preference, if any? _____

Name of your church: _____ Are you a member? yes no

Are you active in your church? yes no In what capacity? _____

Are you in agreement with the Providence Academy Statement of Faith? yes no If not, please explain. _____

How long have you known Christ as your Lord and Savior? _____

Have you read the entire Bible? yes no If not, please list the portions you have read. _____

Using a separate sheet of paper please briefly describe the following:

1. Your own definition of a Christian.
2. Your relationship with Jesus Christ, including your conversion experience and Christian growth.
3. Your view of the Bible and its authority in your life.
4. Your motivation for working in a Christian school.

III. Educational Background and Experience:

Academic Preparation:

	Name	City, State	Date of Diploma
High School:	_____	_____	_____

	Name	City, State	Dates Attended	Major	Degree
Undergraduate School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Please list other academic training relevant to the position.

Please list other experience relevant to the position.

Employment Experience: (Starting with the most recent employer, please list all of the positions you have held for the past ten years.) (Use a separate sheet of paper if extra space is needed.)

Employer	City, State, Telephone Number	Position Held	Reason for leaving	Ending Salary	May we contact?
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

IV. References

Have you ever been charged with child abuse? yes no If yes, were you convicted? yes no

Have you ever been arrested? yes no If "yes," when? _____ Were you convicted? yes no

(An arrest or conviction does not necessarily disqualify applicants from employment at Providence Academy).

Please give details of any arrests and/or convictions.

Do we have permission to do background checks with national, state and local agencies (this is required of all employees)? yes no

Signature

Personal References: (Please include your pastor)

Name	Address	Phone Number	Relationship
<hr/>	<hr/>	<hr/>	<hr/>
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<hr/>	<hr/>	<hr/>	<hr/>

Business/Professional References:

Name	Address	Phone Number	Relationship
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Do we have permission to contact your references? yes no

Signature

Providence Academy does not discriminate on the basis of race, color or national or ethnic origin regarding any of its policies, programs and procedures.

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