



## EMPLOYMENT APPLICATION

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Thank you for your interest in Pacific Coast Christian Prep (PCCPrep). Please follow these steps before submitting your application packet.

### Employment Application Steps:

1. Seek God's direction in your life regarding the position you are applying for.
2. Read the below Vision, Mission, Pillars, and Statement of Faith and Lifestyle.
3. Complete the below Employment Application (Part I), along with the following as they apply:
  - a. Teachers/Substitute Teachers (Part II)
  - b. Administrative Staff (Part III)
  - c. Coaches (Part IV)
4. Have a pastor or ministry leader complete the Confidential Pastor or Ministry Leader Reference form.
5. Faculty Applicants, additionally, please provide all of the following items that you have earned:
  - a. College Transcripts
  - b. Current Resume
  - c. Certificates related to position
  - d. Copy of State Teaching Credential
  - e. Copy of ACSI Certificate
6. Scan all above materials and submit the entire completed application packet via email:

Pacific Coast Christian Prep  
RE: PCCPrep Employment Application  
Email: [info@pccprep.org](mailto:info@pccprep.org)

Applications will be reviewed upon receipt, and qualified applicants will be notified concerning the next phase of our application process. If the position is not available, your application will remain on file for one school year.





## OUR VISION

Our vision is to glorify God by establishing a Christcentric, comprehensive TK-12th grade school that is recognized nationally for our exemplar model of discipling students in a Biblical worldview college-preparatory education while serving a diverse student population.

## OUR MISSION

The mission of Pacific Coast Christian Prep is to dedicate ourselves to the pursuit of Biblical worldview discipleship interwoven in Exceptional Academics, Elite Athletics, and Expressive Arts which prepares our graduates to live God's call and "Impact the World" for Christ.

## OUR PILLARS

### PURPOSE DRIVEN

- Know that God has a plan and purpose for their life.
- Discover their meaning, value and purpose in Christ.
- Pursue their unique passions, in order to impact the world for Christ.
- Exhibit a high degree of persistence, resourcefulness, and resilience.
- Learn from success and failure.

### CHRIST FIRST

- Explore the gospel and character of Jesus Christ.
- Study the Bible and memorize Scripture at their levels.
- Grow in biblical worldview discernment.
- Experience God's love.
- Demonstrate their love for Jesus through service, worship, and communication of their faith.

### CRITICAL THINKERS

- Read well, write well, speak well and think well as measured by the standards for each subject and grade level
- Solve problems, research, analyze, interpret, and evaluate information
- Determine legitimacy of sources through critical analysis
- Discover how God's Truth permeates all subject areas and articulate a Biblical worldview.
- Progress towards higher levels of education and ultimately be academically prepared for the colleges or vocations of their choice.

### PREPARED LEADERS

- Work independently and collaboratively with others, exhibiting patience, kindness, self-control and respect.
- Anticipate changes and apply knowledge, skills and creativity to real-world situations.
- Develop character and discipline through participation in arts, athletics, and/or other activities.





- Demonstrate servant leadership through student-led activities, events, leadership training and/or service projects.
- Contemplate models of Christ-like love and leadership in the staff and emulate these traits through mentoring, discipleship, and exhortation.

## STATEMENT OF FAITH AND LIFESTYLE

- We Believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We Believe** there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We Believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We Believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
- 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 condemnation (John 5:28–29).
- We Believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
- 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; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
- We Believe** that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We Believe** that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).
- We Believe** in the sanctity of human life and that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).





## EMPLOYMENT APPLICATION – PART I

### PERSONAL INFORMATION

Last Name: <small>Click or tap here to enter text.</small>		First: <small>Click or tap here to enter text.</small>		Middle: <small>Click or tap here to enter text.</small>	
Current Address: <small>Click or tap here to enter text.</small>			City: <small>Click or tap here to enter text.</small>	State: <small>Click or tap here to enter text.</small>	Zip: <small>Enter zip here</small>
Home Phone:		Work Phone:		Cell Phone:	
Social Security Number:			Email Address:		
Check Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other: _____					
If married, is your spouse a Christian?					
If you have children, are you planning on having them attend Pacific Coast Christian Prep?					

### PROFESSIONAL INFORMATION

What position(s) are you applying for? <input type="checkbox"/> Teacher/Substitute Teacher – Complete Parts I & II <input type="checkbox"/> Teacher Assistant/Substitute T/A and Support Staff – Complete Part I <input type="checkbox"/> Administrative Staff – Complete Parts I & III <input type="checkbox"/> Coach – Complete Parts I & IV <input type="checkbox"/> Facilities – Complete Part I	What Level(s)? <input type="checkbox"/> Grades TK-5 <input type="checkbox"/> Grades 6-12  <input type="checkbox"/> Full time <input type="checkbox"/> Part time  Will you accept part-time work, if a full-time position is not available? <input type="checkbox"/> Yes <input type="checkbox"/> No
Desired compensation?	Will you accept substitute work, if a regular position is not available? <input type="checkbox"/> Yes <input type="checkbox"/> No

### SPIRITUAL INFORMATION

Name of Home Church:	Denomination:
Location (City, State):	Name of Pastor (First & Last Name):
How long have you attended this church?	Phone Number:
What is your present involvement in this church?	
If less than two years, what is the name of your previous church?	
Are you in a small group or Home Fellowship: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, what is the name of Leader:	
How did you come to accept the Lord and describe your walk at the present time?	





# PACIFIC COAST CHRISTIAN PREP

EDUCATIONAL INFORMATION			
<b>Name of High School:</b>			
Location (City, State):		Graduation Date (MM/DD/YYYY):	
<b>Name of College or University:</b>			
Address:			
Major / Minor:	Dates attended: From: To:	GPA:	Degree:
<b>Name of College or University:</b>			
Address:			
Major / Minor:	Dates attended: From: To:	GPA:	Degree:
List memberships, offices held, and honors/awards received in high school, college, and other:			
RELATED WORK EXPERIENCE			
Please list work experience, beginning with the most recent.			
<b>Employer Name:</b>			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			
<b>Employer Name:</b>			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			
<b>Employer Name:</b>			
Employer Address:		Supervisor Name:	
Position:	Dates (mm/yy): From: To:	Contact Phone Number:	
Reason for leaving:			





# PACIFIC COAST CHRISTIAN PREP

## REFERENCES

Please list two **personal** references such as Pastors, Small Group leaders, etc., qualified to speak of your spiritual walk and Christian service. Please do not include relatives.

Name:	Phone:	Position:
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Name:	Phone:	Position:
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Please list two **professional** references for whom you have worked, who are qualified to speak of your character, personality, and ability. Please do not include relatives.

Name:	Phone:	Position:
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Name:	Phone:	Position:
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## PERSONAL QUESTIONS

Describe strengths God has given you and how they can be used in this position:

Describe areas of weakness and how we could help you grow stronger in these areas:

## CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a staff member, students and parents may ask you specific questions about controversial issues. We need to know the views of those who would be biblically-based role models for our students. Please briefly share your personal convictions as a Christian toward the following subjects.

Wine, beer, and other alcoholic beverages:

Smoking and chewing tobacco:

Marijuana and other drugs:

Pre-marital sex:

Divorce and remarriage:





Abortion:

Homosexuality:

## TEACHERS/SUBSTITUTE TEACHERS – PART II

Have you passed the California Basic Educational Skills Test (CBEST)?

Yes

No

Type of California state teaching credential held:      Expiration Date:

Major/Area of Concentration:      Minor/Supplemental Authorization:

Type of ACSI certificate held:      Expiration Date:

Major/Area of Concentration:      Minor/Supplemental Authorization:

If you hold a teaching credential from another state or are in the process of applying for a credential, list type, state, date of application or expiration:

### PROFESSIONAL RESPONSES

As a teacher, you will interact with parents, students, and fellow staff members on a routine basis. It is important that you share the same professional, Christ-like philosophy of education and workmanship in order to be as one mind with the church and school. Please answer the following question about your professional, Christian role as a school teacher.

What makes a Christian school unique?

What biblical principles will you include in your teaching and extra-curricular responsibilities?

What are your professional goals for the next five years?





What will you do to develop and maintain relationships with students, parents, and other staff members?

**ADMINISTRATIVE STAFF – PART III**

Are you computer literate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe your overall computer proficiency level: <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
List computer programs you have experienced using:	
List other technology/systems you are experienced using:	
Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No      a. WPM: _____	Have you used a multi-line telephone system? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your ability to handle multiple tasks:	
Describe your ability to prioritize tasks:	







### COACHES – PART IV

What sport(s) are you interested in coaching?

Are you available during the work week from 2:00 pm – 4:00 pm?

Yes

No

Are you available to attend games/events related to sports (outside of scheduled weekly practice sessions)?

Yes

No

Indicate number of years of experience in public school:

Indicate number of years of experience in Christian school *or* private school:

Indicate number of years of experience in community recreation:

Are you First Aid certified?

Yes

No

If so, please indicate expiration date:

Are you CPR certified?

Yes

No

If so, please indicate expiration date:

Why do you want to coach at PCCPREP?

### JOB DESCRIPTION

At PCCPREP, we are looking for faculty and staff who meet the following criteria:

- **Follower of Jesus Christ:** We believe that effective, Christian employees have received Jesus as their personal Lord and Savior and live their lives in a manner that reflects His work in their hearts. All employees are required to attend a Bible-believing, Christian church and subscribe to PCCPrep’s Statement of Faith and Lifestyle.
- **Servant:** We desire staff who view their position as a ministry and calling. It is not just a job. We are convinced that there is not a better place to minister to God’s children than at PCCPrep. We are looking for others who feel the same way.
- **Professional:** We are looking for staff who understand that working at a school is a professional occupation and recognize the importance of this in their ministry. Dress, speech and written skills of the applicant must meet professional standards.
- **Motivated:** We are seeking staff that are driven by a love for God, a love for students, a love for parents and a love for learning.
- **Called of God:** We believe that God will call the staff who He desires to be a part of this ministry. We believe He will instill those He calls with a heartfelt desire to serve resulting in a testimony confirming the calling.

Please initial here to indicate that you have read the Job Description and feel that it is the Lord’s desire for you to apply to work at PCCPrep.





## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Pacific Coast Christian Prep (PCCPrep). I authorize PCCPrep and its agents to inquire about my work and personal history and to verify all data given in my application for employment, related papers and oral interview.

I authorize the release and giving of any information requested by PCCPrep and its agents such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

Please initial here to indicate that you accept and agree to the statements above.

## ACKNOWLEDGEMENT

I declare that the information I have provided on this application is complete and true.

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Your Name

Your Signature

Date





PACIFIC COAST  
CHRISTIAN PREP

**CONFIDENTIAL PASTOR OR MINISTRY LEADER REFERENCE**

**APPLICANT INFORMATION**

Applicant's Last Name:	First:	Middle:
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Position applying for:

**PASTOR OR MINISTRY LEADER INFORMATION**

Name of individual providing reference:	Your Role within Ministry:
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Name of Church:	Phone:
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Street Address:	City/State:	Zip:
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**THE ABOVE NAMED PERSON IS APPLYING FOR EMPLOYMENT AT PACIFIC COAST CHRISTIAN PREP. PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT THIS APPLICANT TO THE BEST OF YOUR KNOWLEDGE BY CIRCLING THE RESPONSE THAT APPLIES. THEN, PLEASE MAIL OR FAX THIS FORM TO THE HUMAN RESOURCES OFFICE (SEE ADDRESS AND FAX INFORMATION BELOW). THANK YOU FOR YOUR TIME AND ASSISTANCE.**

How long have you known this applicant?	<input type="checkbox"/> More than 2 years	<input type="checkbox"/> 1 to 2 years	<input type="checkbox"/> Less than 1 year
How well do you know this applicant?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Somewhat
How would you describe this applicant's relationship with God?	<input type="checkbox"/> Serious and Committed	<input type="checkbox"/> Struggles, but loves the Lord	<input type="checkbox"/> Average for age
	<input type="checkbox"/> Unknown to me	<input type="checkbox"/> Does not know the Lord	
How would you describe this applicant's reliability?	<input type="checkbox"/> Always Reliable	<input type="checkbox"/> Average	<input type="checkbox"/> Unreliable
How would you describe this applicant's attitude?	<input type="checkbox"/> Respectful/Enthusiastic	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
How would you describe this applicant's work habits?	<input type="checkbox"/> Hard Worker/Diligent	<input type="checkbox"/> Average	<input type="checkbox"/> Quits Easily/Lazy
How would you describe this applicant's cooperation with others?	<input type="checkbox"/> Very Cooperative	<input type="checkbox"/> Average	<input type="checkbox"/> Uncooperative
How would you describe this applicant's emotional character?	<input type="checkbox"/> Well Balanced/Mature	<input type="checkbox"/> Average	<input type="checkbox"/> Emotional/Immature
How would you describe this applicant's submission to authority?	<input type="checkbox"/> Submissive	<input type="checkbox"/> Average	<input type="checkbox"/> Poor

Additional Comments:

Signature	Date
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