



Dear applicant:

Thank you for your interest in Puebla Christian School. You may find the background information below helpful as you consider applying for one of our openings—and considering if PCS is a venue where you can use your gifts in ministry.

Puebla Christian School is an independent school with an average enrollment over the past few years of approximately 40 students. We are an ACSI member school. We have students from a number of different denominational backgrounds whose parents are working or ministering here in Puebla. Many students' parents are from the United States or Canada and we also have a number of students from Mexico, South Korea, and a few other Latin American countries.

We currently have nine full-time teachers. So, as you might expect, classes are small. Elementary classes combine the 1st and 2nd grade, 3rd and 4th grade, and the 5th and 6th grade. All the junior high and high school classes are combined for English, history, science, and Bible, with 7th and 8th together, the 9th and 10th together, and the 11th and 12th grades together. All classes are taught in English (except, of course, our offerings in Spanish and French).

In a school our size we get to know parents, and especially the students, well indeed. Not surprisingly, the school has a strong family feel. Our staff is united in a common purpose, passion, and ministry in the lives of our students.

All teachers raise their own support. The school does not pay teacher salaries. The amount of support required varies and is typically set by a teacher's sending mission and the PCS Board. We will assist you either in selecting a mission organization with which you can work if you aren't already doing so or—if you prefer—you can work through your local church. Alternatively, it is possible that you may be able to support yourself. Whatever your situation, though, we will work with you to ensure that your needs here in Puebla are addressed.

Our U.S. and Canadian teachers find moving to Puebla to be a relatively easy transition. It's a city of about 3 million, with an astonishing rich cultural legacy; the downtown area, with more than 2,000 historic buildings, is a World Heritage site. Yet the city is modern too, with upscale malls (if that appeals to you) and stores like Costco, Wal-Mart, and Office Depot. Good medical care is available. As staff get familiar with the city, it is easy to get around by public transportation.

There's much more I could say, and am eager to answer any questions you may have.

If, after prayerfully considering the ministry opportunities at PCS, you would like to apply, please do three things: Complete the application form below; submit a cover letter of one page that indicates your interest in PCS; and attach your resume.

I hope to hear from you soon!

In His service,

Erin Weber, Principal

# STAFF APPLICATION—PUEBLA CHRISTIAN SCHOOL

## PART 1: PERSONAL INFORMATION

### Identification/Contact Information:

Last name: \_\_\_\_\_ First and middle name(s): \_\_\_\_\_

Maiden name (if applicable): \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of birth (month/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizenship: \_\_\_\_\_

Social Security no. (for US citizens or permanent residents): \_\_\_\_\_

### Marital Status and Family Background:

Please any that apply: \_\_\_\_ Single \_\_\_\_ Married \_\_\_\_ Widowed \_\_\_\_ Divorced

If applicable, spouse/fiancé name: \_\_\_\_\_

Name(s) and age(s) of any dependent children: \_\_\_\_\_

---

**PART 2: THE POSITION**

Which position are you applying for? \_\_\_\_\_  
(If more than one, list all)

Are you comfortable teaching in a classroom with more than one grade? \_\_\_\_\_

Are there any subject areas or grade levels that you prefer NOT to teach? \_\_\_\_\_

Date you will be available for service (provided you have raised support) \_\_\_\_\_

Your anticipated length of service at PCS (in years) \_\_\_\_\_

Spanish proficiency \_\_\_\_\_

**PART 3: PROFESSIONAL PREPARATION [Important: If the information requested in this section is included in your current resume, there's no need to repeat it here—just write “See Resume.”]**

Please list degrees, diplomas or certificates you currently hold, starting with the most recent, including high school, commercial school, and seminary.

Degree, diploma etc.	Institution	Date Granted	Cumulative G.P.A.

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Do you have a currently valid teaching certificate?    \_\_\_ Yes    \_\_\_ No

If “yes,” please provide details here, including any endorsements you have:

\_\_\_\_\_  
\_\_\_\_\_

Have you taken any courses in Bible, theology and/or Christian education? If so, please list them here:

---

---

List any college or university distinctions or honors you have received, your involvement in college or university activities, and any qualifications, skills or special interests:

---

---

Describe briefly any cross-cultural experiences you have had:

---

---

*If you are offered a position at PCS, official copies of your college or university transcripts may be required before your appointment can be finalized.*

**Employment History**

Start with your current/most recent employer. Include employment from the past ten years.

Position	
Dates of Employment	
Name and address of employment	
Supervisor's Name	
Phone Number	
E-mail address	
Reason for leaving	

Position	
Dates of Employment	
Name and address of employment	
Supervisor's Name	
Phone Number	
E-mail address	

Reason for leaving	
--------------------	--

Position	
Dates of Employment	
Name and address of employment	
Supervisor's Name	
Phone Number	
E-mail address	
Reason for leaving	

Position	
Dates of Employment	
Name and address of employment	
Supervisor's Name	
Phone Number	
E-mail address	
Reason for leaving	

**FAITH BACKGROUND**

Mission name (if applicable)	
Home Church Name	
Church Address/ Phone number	
Denomination	
Pastor's Name	

How long have you attended your church? \_\_\_\_\_

Are you a member?     Yes     No

Are you willing to work with members of various evangelical denominations?

Yes     No

How would your pastor describe your church attendance?

Regular     Occasional     Infrequent     Rare or never

### Ministry Involvement

List your involvement in church ministry/Christian work.

Ministry	Position	Length of time

### Doctrinal Agreement

Are you in full agreement with the PCS doctrinal statement (attached)?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

*If you are not in complete agreement with the doctrinal statement, please explain on an attached sheet of paper.*

### Spiritual Biography

Please submit a three-page spiritual autobiography that includes the following:

- Significant life experiences, salvation experience, and any call you may have to ministry.
- Your routine of personal Bible study and prayer.
- Your relationship with Christ.
- Any training or personal study which you feel has adequately prepared you to teach the Bible.

### PART 5: HEALTH INFORMATION

The information provided here will be treated in strict confidence and will help us work together in addressing any medical concerns associated with living in a different country and at a high altitude.

How would you describe your current health?

\_\_\_\_\_ Excellent      \_\_\_\_\_ Good      \_\_\_\_\_ Poor

Note any medical conditions you have experienced in the past five years or are currently experiencing. List details including date, duration, and effects of these conditions.

---

---

---

Do you have any chronic illness?  Yes  No

List any prescription medications you are currently taking.

---

---

---

---

Describe any physical disabilities, or any conditions of the heart or lungs.

---

---

---

---

**PART 6: PHILOSOPHY OF CHRISTIAN EDUCATION/PERSPECTIVES ON CHRISTIAN EDUCATION**

In two or three sentences, please answer the following questions:

Why do you want to teach at PCS?

---

---

---

What do you think are the main ways a Christian school differs from a public school?

---

---

How do you see yourself discipling students in your classroom?

---

---

---



Read the PCS Mission Statement, attached below. How do you see yourself helping to accomplish this mission?

---

---

---

Why do you want to teach in Mexico?

---

---

---

**PART 7: BACKGROUND CHECK**

Have you ever been fired from a job or had a contract renewal refusal?

Yes  No

Have you ever been arrested or convicted of a felony/misdemeanor?

Yes  No

Have you even been accused, arrested or convicted for child molestation?

Yes  No

*If you answered yes to any of the above questions, please provide additional information on an attached sheet.*

**PART 8: REFERENCES**

If not already included in your resume, please provide on a separate sheet the names, titles, and your relationship with five references (other than relatives) whom we may contact. These references should be qualified to speak about your Christian service and leadership, professional training/experience, and character.

## **PART 9: WAIVERS AND AGREEMENTS**

By signing this application:

- I understand that the school administration, in consultation with my mission board or my home church, will place me into a job assignment that meets PCS's greatest need while taking into account my skills and abilities. This job assignment may change from year to year, and even within the school year.
- I am prepared to cooperate with my colleagues and the administration under the authority of the Puebla Christian School Board.

In addition,

- I certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal.
- I authorize Puebla Christian School to interview the primary references whom I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.
- I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, reports, and other information related to my life and employment. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to view any written references given to the school.
- Since I will be working with children, I understand that I must submit to a background check. I authorize the school to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the school is conditional upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable, or that it could reflect adversely on the school or on me as a Christian role model.

- I understand that this is only an application for employment, and that no employment contract is being offered at this time.
- I certify that I have carefully read and do understand the above statements.

Signature

Date\_\_\_\_\_

\_\_\_\_\_

### **PCS Mission Statement**

Puebla Christian School provides a Biblically-focused 1<sup>st</sup> through 12<sup>th</sup> grade education, with an English-language US-curriculum. PCS serves families seeking a Christian education in an international environment that promotes holistic growth and academic excellence.

### **PCS Doctrinal Statement**

The School Board, Principal, full-time and part-time teachers must annually read and sign the PCS Statement of Faith in order to fulfill the requirements of the PCS constitution and by-laws.

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, inerrant in the original writings, and of supreme and final authority in all matters of life and faith.
2. We believe in one God eternally existing in three equal persons – Father, Son, and Holy Spirit.
3. We believe that God the Son became incarnate in the person of Jesus Christ, who was begotten by the Holy Spirit and born of the Virgin Mary, and is true God and true man.
4. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice; and that all that believe in Him are justified on the ground of His shed blood.
5. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest, Intercessor and Advocate.
6. We believe in the personal, bodily, visible, and visible future advent of our Lord Jesus Christ in the glory of His Father to set up in the earth a kingdom in which He shall reign in righteousness and peace.
7. We believe that the Holy Spirit is a person, possessed of all the distinctively divine attributes. He is God, He convicts the world of sin, righteousness, and judgment. He regenerates, seals, and sets apart the believer to a holy life. At regeneration He baptizes the believer into the body of Christ, and comes to indwell him permanently and gives gifts to every believer.
8. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but that spiritual death which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word, and deed.
9. We believe that whosoever by faith, apart from works of any kind, receives the Lord Jesus Christ as his Savior is “born from above”, and thereby becomes a child of God, “created in Christ Jesus unto good works”.
10. We believe that all the redeemed are kept eternally secure by the power of God through the new birth, the indwelling, and the intercession of Christ.
11. We believe that all born-again believers still possess the fallen Adamic nature in this life, but the God has made full provision whereby His children may be more than conquerors through the Lord Jesus Christ by the power of His Holy Spirit who indwells each one.
12. We believe that God heals in answer to believing prayer with or without means in accord with His sovereign discretion and will, and that healing cannot be claimed on the same unconditional basis of faith as salvation is claimed. The fact that God does not heal is not necessarily an indication of unbelief or of sin in the believer’s life.
13. We believe that the Church in its invisible form is universal – the true body and bride of Christ, and that all who are born again are members regardless of organizational affiliation. We believe that Christ ordained the observance of water baptism and the Lord’s Supper till He returns.
14. We believe in the bodily resurrection of the just and the unjust, the unending blessedness of the saved and unending punishment of the lost.
15. We believe in the reality and personality of Satan.

**Last updated: Oct. 18, 2018**