

PINEWOOD CHRISTIAN ACADEMY

1 Buck Cravey Drive * Post Office Box 7

Bellville, GA 30414

(912) 739-1272 Fax (912) 739-2321

www.gopca.org

APPLICATION PROCEDURE FOR EMPLOYMENT

Generic Information

Pinewood Christian Academy welcomes applications from local, regional, national, and international candidates. As an independent college preparatory school committed to challenging and supporting each individual student, Pinewood Christian Academy seeks people with talent, dedication, intelligence, and professionalism. Furthermore, the Academy seeks diversity among its faculty and administration, just as it does among its student body.

Initial Inquiry and Application

Written inquiries are welcome throughout the year. However, the most effective time to inquire is between January 15 and May 15 for the following school year. It is during these times that openings become known and the Academy is most active in its recruiting and hiring.

Inquiries should be addressed to the Headmaster, Pinewood Christian Academy, Post Office Box 7, Bellville, Georgia 30414. A letter, preferably with a resume, is sufficient as an initial inquiry.

An Application for Employment can be obtained by writing or calling the Academy, and it is required for employment, as are official college transcripts. All information on the Application may be subject to verification. Letters of recommendation, transcripts, and other formal documentation are accepted but not necessary at this early stage. These will be requested by the Academy as needed.

If you are interested in being on a substitute teacher list, please note that on the Application or in a cover letter.

School Review Inquiries and Applications

Pinewood Christian Academy receives a relatively large number of solicited and unsolicited inquiries and attempts to respond by mail or telephone within two or three weeks. Since some positions require more extensive review, this time may be extended. If a prolonged period of time goes by without communication from the Academy, do not hesitate to write or call the Headmaster for information about the status of the application.

You will receive notice in one of a number of categories: no openings in your area; credentials do not fit the exact needs of position; application will be held for further review; position has been filled; or request for interview.

Applications received will be considered for a two year period; the school year for which they are received and the year following.

The Interview Process

The Academy attempts to interview those individuals seen as being most qualified for the precise needs of a given position. Numerous factors enter into a decision about granting interviews, including candidate qualifications, school needs, and time available.

Local candidates may be asked to return after a preliminary interview to speak with other members of the administration and/or faculty. Candidates from out of town typically spend a day at the Academy interviewing. Pinewood Christian Academy attempts to have final candidates for a position meet with members of the school community most directly involved with the position.

After the Interview

The Academy tries to keep candidates aware of their status after the interview. However, the time may vary from a prompt response after the interview to a prolonged period, due to the complexity of the decision or to the interview process itself. If a reasonable period of time has passed and you have not been notified, contact the Headmaster.

Pinewood Christian Academy contacts references on applicants considered final candidates and may communicate with other sources to verify relevant information. You are encouraged to notify any references the Academy might contact. Pinewood Christian Academy prefers to speak with supervisors only after you have done so.

It is the Academy's policy to keep applications confidential. However, any application process is apt to make a person's candidacy more public. You may wish to discuss with the Headmaster the best timing for the Academy to make contact with your references.

Pinewood Christian Academy is often fortunate in having more than one well-qualified candidate for a given position, thus making a decision difficult. Factors that may influence a decision include qualifications, experience, recommendations, college transcripts, and evaluation of those involved in the interviewing process. Often one position entails several responsibilities which the candidate must fulfill.

The Board of Governors makes all final decisions about employment and salary offers at the School, taking into account Headmaster recommendations. The successful candidate receives a written contract.

The successful candidate will be required to pass a drug screen and complete background check (to include criminal, employment, education, and motor vehicle report) before a formal offer is made.

Policy of Non-discrimination

Pinewood Christian Academy is an equal opportunity employer, and does not discriminate in its hiring of employees on the basis of race, color, sex, religion, national or ethnic origin, or physical handicap.

Thank you for your interest in Pinewood Christian Academy.