

Grace Christian School Instructional Staff Application
Faith . Preparation . Community . Service . Spirit . Leadership



Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with Godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being part of such a ministry at Grace Christian School is appreciated. We invite you to fill out this application and return it to our school office. If any opening occurs for which you may qualify, we will notify you and contact your personal references. If we have continued interest in your candidacy, we will contact you to arrange for a personal interview.

We realize that the key for a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

A. Applicant's Name and Address

Last name _____ First name _____ MI _____

Position applied for _____

Application date ___/___/___ Date available ___/___/___

Current Street Address _____

City _____ State _____ Zip _____

Daytime Phone: (____) _____ Evening phone (____) _____

Cell(____) _____ email _____

Length of time at this address: _____

Do you have a valid drivers license? ____ yes ____ no

Driver's License Number _____ SSN# _____

Permanent address and phone number (if different from above address):

B. Christian Background

On a separate sheet of paper in your own handwriting, briefly give your Christian testimony.

Please carefully read our statement of faith (attached) and indicate your degree of support:

____ I fully support the school's statement of faith

____ I support the statement of faith except for any areas listed and explained on separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

Are you currently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree of regularity? _____

C. Questions for Instructional Personnel

Please list teaching certificates that you hold: _____

Please attach photocopies of any certificates held.

Please list K-8 activities or sports that you would be capable and willing to direct, sponsor or coach (indicate grade or ability levels): _____

Sequentially list your teaching experience with the most recent first:

School Name	Position	Dates

Please indicate your 1st and 2nd choices below. Then, to the right, please indicate the grades or subjects in order of preference:

Elementary: _____

Middle School: _____

Full Time

Part Time

Substitute

Have you completed coursework regarding Christian education programs for Christian schools? If so, describe the program(s): _____

To what degree are you familiar with various Christian education and/or secular curriculum series? _____

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degrees do you hold?

Degree	Issuing Institution

What were your majors? _____ Minors? _____

Do you speak/write/read a foreign language? If so, which language?

Describe your level of computer and software program skills: _____

E. Personal Philosophy

On separate paper, please type your viewpoints on the following questions, providing a one-to-two paragraph answer for each question:

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Personal Information

If you answer yes to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, court, and disposition or other appropriate explanation.

Are you currently being investigated or under a procedure by your current employer to consider your discharge for misconduct? yes no

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy? yes no

Have you ever been suspended, been discharged, or resigned in lieu of discharge from any position? yes no

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? yes no

Have you ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? yes no

Our school welcomes employees, volunteers and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered: _____

G. Employment History

Please start with your current or most recent employer and work backward for the past ten years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employees you listed? ___ yes ___no

If yes, what was the name or names? _____

Please account for all periods of unemployment if there are time gaps in the list of employers above. Where were you, and what were you doing if you were not employed?

H. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor first:

1. Name and complete address: _____

Phone: _____ Position: _____

2. Name and complete address: _____

Phone: _____ Position: _____

3. Name and complete address: _____

Phone: _____ Position: _____

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor first.

1. Name and complete address: _____

Phone: _____ Position: _____

2. Name and complete address: _____

Phone: _____ Position: _____

3. Name and complete address: _____

Phone: _____ Position: _____

I. Applicant’s Certification and Agreement

I understand that Grace Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chance for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired, or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Grace Christian School to thoroughly interview the primary references that 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 thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, any former employers, all other 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 ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as is necessary for such investigation. Such costs associated with obtaining fingerprints will be my cost to bear; not the school’s cost. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

Applicant Signature

Date

Please read (and sign and return where indicated) the attached documents: Statement of Faith, Lifestyle Statement, and Declaration of Moral Integrity.

Grace Christian School
7510 E Broad Street
Blacklick, OH 43004
Phone: 614.861.0724
Fax: 614.863.8509
www.gcsblacklick.org



Grace Christian School's foundation was built on several important Christian principles, all of which come directly from the Bible. These principles continue to guide everything we do.

We believe:

- The Bible is the inspired, infallible Word of God (2 Timothy 3:16-17)
- There is one almighty and eternal God, existent in three persons—the Father, the Son and the Holy Spirit (Matthew 28:19)
- In the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death and resurrection, His ascension to His Father in heaven and His eventual return in power and glory (Luke 21:27)
- That Jesus is the only way to eternal life in heaven and apart from Jesus, people are condemned to eternal damnation (John 3:3, 3:5, 3:16, 3:18, 14:6)
- In the present ministry of the Holy Spirit who enables us to live a Christian life and cultivates within us the nature of Christ (Acts 1:8, Galatians 5:22-23)

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Grace Christian School is a religious, non-profit organization representing Jesus Christ throughout the local community. Grace Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10, I Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationship, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Grace Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, I Cor. 6:9-20). Grace Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Grace Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Grace Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

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Grace Christian School Declaration of Moral Integrity
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Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I _____
_____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant signature

Date

Administrator signature, after discussion with applicant

Date

“A pupil is not superior to his teacher, but everyone (when he is) completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)

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