



ACADEMY TEACHER/TEACHER ASSISTANT APPLICATION

Your interest in Grace Covenant Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will gladly consider your application. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ Available date: _____

Race (Optional): _____

Current Address: _____
Street City State Zip

Current E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

Permanent Address and Phone number if different from current address: _____

How long have you lived at the above address? _____

*** In the space below, please list any additional addresses where you have resided during the past five years.

B. POSITION DESIRED

Please indicate your 1st, and 2nd choices in the boxes.

GCA 3s Day M-W Pre-K/3 Day M-W Pre-K/5 Day M-F Kindergarten First

Second Third Fourth Fifth

Check all positions for which you are interested in:

Teacher ____ Teaching Assistant ____ Substitute ____ Full time ____ Part time ____

I'm also qualified to teach: Music ____ Art ____ PE ____ Spanish ____ Technology ____

How did you learn about the position for which you are applying? _____

C. CHRISTIAN BACKGROUND

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes _____ No _____

Please carefully read our Statement of Faith and indicate below your degree of support

Grace Covenant Academy holds that education is designed to meet the needs of the total child. Our program will help the child grow and develop emotionally, intellectually, socially, physically and spiritually. Our desire is that each child will develop eagerness and love for learning.

Grace Covenant Academy strives to maintain a balance of spiritual development and academic excellence. Our foundation is based on the Bible, and we believe it is the only inspired and infallible Word of God, our final authority in all matters.

Please review the following spiritual objects and check...

To present the Bible as the only inspired Word of God, the final authority for all truth and knowledge.

To seek to win those who have not accepted Jesus Christ as their personal Savior.

To educate students so that they successfully integrate Christian values into their life.

To teach students to live Christ-like in a non-Christian world.

To provide daily encouragement and Christ-like love to each child.

_____ I fully support the Statement of Faith as written without mental reservations.

_____ I support the Statement of Faith except for the area(s) listed and explained on the reverse side of this page. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

What is your local church affiliation? _____

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

Are you comfortable teaching a Bible class? _____

What books have you read recently that helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts may be required to be submitted for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

Your major(s): _____

Your minor(s): _____

Cumulative grade point average BA _____ Graduate Work _____

Total _____ units after date of bachelors degree

Sequentially list your teaching experience with the most recent first:

School's Name

Grades or Subjects

Dates

Curriculum Preferences/Experiences? _____ Total years teaching experience

Do you have an ACSI Teaching Certificate?

If yes, what level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State?

What kind? _____ Remains valid for _____ years

Endorsement(s) List semester hours in endorsement area(s).

If you do not hold a certificate, what requirements do you lack?

- Please attach photocopies of any certificates held. If you are a recent graduate please attach several student teaching evaluations.**

Do you hold certificates for CPR? First Aid? Others? Please list them and their expiration dates.

E. PERSONAL PHILOSOPHY

*** On a separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

1. Why do you wish to teach in a Christian school?
2. What do you consider to be the best classroom atmosphere for learning?

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may make copies of this page or use the reverse side.

Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name & Phone Number _____

Reason for Leaving _____

Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name & Phone Number _____

Reason for Leaving _____

Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name & Phone Number _____

Reason for Leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

Have you already signed a contract for next year with any other institution? _____

G. PERSONAL REFERENCES

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

Give two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name – Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		

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

Name – Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Grace Covenant Academy. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment. I authorize references and my former employers 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 Grace Covenant Academy, 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 ever personally view any references given to Grace Covenant Academy. I certify that I have carefully read and do understand the above statements.

Applicant's Signature

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Grace Covenant Academy 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 the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Grace Covenant Academy to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers 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 Grace Covenant Academy, 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 personally view any references given to Grace Covenant Academy.

Since I will be working with children, I understand that I may be asked to 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 my fingerprints as necessary for such an investigation. I authorize Grace Covenant Academy to conduct a criminal records check. 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 of Applicant Date

Declaration of Ethical and Moral Integrity

As an applicant for employment or for a volunteer position at Grace Covenant Academy and its ministries, I, _____ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Grace Covenant Academy.

Applicant's Signature Date

Administrator's Signature
(after discussion with applicant) Date