



GRACE COVENANT  
— ACADEMY —

# Academy Teacher / Teacher Assistant Application

Your interest in Grace Covenant Academy is appreciated. We invite you to fill out this initial application. If an opening occurs for which it appears you may qualify, we will gladly consider your application. All open jobs are listed on our website as they become available. 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 love children, and who, by the pattern of their lives, are Christlike role models. (Luke 6:40) 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 email address: \_\_\_\_\_

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

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

Permanent address and 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 in the past five years:

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

Social media handles:

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_ Snapchat: \_\_\_\_\_

## B. POSITION DESIRED

Please indicate your first-third choices below.

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Three year olds (MWF) | <input type="checkbox"/> First Grade  |
| <input type="checkbox"/> Pre K 3 day (MTW)     | <input type="checkbox"/> Second Grade |
| <input type="checkbox"/> Pre K 4 day (M-Th)    | <input type="checkbox"/> Third Grade  |
| <input type="checkbox"/> Pre K 5 day (M-F)     | <input type="checkbox"/> Fourth Grade |
| <input type="checkbox"/> Kindergarten          | <input type="checkbox"/> Fifth Grade  |

Middle School (6/7/8)

Enrichment

Spanish  Performing Arts  P.E.  Library  Technology

Check all positions for which you are interested:

Teacher  Teacher Assistant  Substitute  Full Time  Part Time

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

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## 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 objectives and check below.

- 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 areas listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

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

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Are you comfortable teaching a Bible class? \_\_\_\_\_

What books have you read recently that helped you spiritually?

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**D. PROFESSIONAL QUALIFICATIONS**

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

What degree/degrees do you hold?

DEGREE	DATE RECEIVED	ISSUING INSTITUTION
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Your major(s): \_\_\_\_\_

Your minor(s): \_\_\_\_\_

Cumulative GPA BA \_\_\_\_\_ Graduate Work \_\_\_\_\_

Total units after date of Bachelor's Degree \_\_\_\_\_

Sequentially list your teaching experience with the most recent first:

School's Name	Grades/Subjects	Dates
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Total years teaching experience: \_\_\_\_\_

Curriculum preferences/experience?

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Do you have an ACSI Certification? \_\_\_\_\_ If so, what level? \_\_\_\_\_

Remaining valid until \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_ What state? \_\_\_\_\_

What kind? \_\_\_\_\_

Remaining valid until \_\_\_\_\_

Endorsement/ Semester hours in endorsement areas:

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

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

Do you hold certification in CPR? \_\_\_ First aid? \_\_\_ Others? If so, please list expiration dates.

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### **E. PERSONAL PHILOSOPHY**

\*In the space provided please label and succinctly answer each of the questions below:

1. Why do you wish to teach in a Christian school?
2. What do you consider 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.

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: \_\_\_\_\_

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?

\_\_\_\_\_

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 relatives for references.

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

Name	Phone/Email	Organization & Position
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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	Phone/Email	Organization & 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 any 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, reference 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.

**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, performance reviews, letters, reports and other information related to my life and employment, without giving me prior knowledge 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 state and federal 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.

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Signature of Applicant

Date

**Declaration of Ethical & 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 towards minors, nor do I have any inclinations towards 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.

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Applicant's Signature

Date