



GRACE COVENANT
—→ ACADEMY ←—

ACADEMY SUBSTITUTE 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.

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) and believe in the mission and vision of GCA:

Mission Statement: *We equip students for life by releasing their God-given potential. We nurture decision making and problem-solving skills, enabled through the application of God's word and excellent academics.*

Vision: *Our students and staff are living out God's plans for their lives. They are fulfilling His purposes, using their God-given talents and abilities and following the callings He has placed upon their lives.*

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: _____

Current E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

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

Have you lived in NC for the past 5 years? If not, list the state and county of your previous address:

Social Media Handles:

Facebook: _____ Twitter: _____

Instagram: _____ Snapchat: _____

B. GRADES DESIRED

Please indicate your 1st and 2nd choice in the parenthesis.

() PreK (3 & 4 year olds) () Elementary (K-5)

() Extended Care Program (Before and After School Care)

() Enrichments/Electives (Art, Library, PE, Spanish, Performing Art, Technology)

Days and times available for substituting: _____

What is your local church affiliation? _____

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: _____

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

Would you be comfortable substitute teaching a Bible class?
What books have you read recently that helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

Degree Date Received Issuing Institution

Your major(s): _____ Your minor(s): _____

Sequentially list any teaching experience with the most recent first:

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

E. EMPLOYMENT HISTORY

Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name & Phone Number _____

Reason for Leaving _____

Have you ever worked under a different name? If so, what was the name(s)?

F. PERSONAL REFERENCES

You will need to sign the Reference Release below, as well as the background check information that is attached, and return it with this application. Do not list family members or relatives for references.

Give three references that are qualified to speak of your spiritual and professional experience. **List your current pastor 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

G. 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 must submit to a background check by the FBI and possibly other federal and state authorities. 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