



GRACE COVENANT ACADEMY

Faculty/Staff Application

At Grace Covenant Academy, 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.
Grace Covenant Academy exists as a ministry of Cornelius Foursquare Church.

APPLICANT INFORMATION

Application Date: _____ Available Date: _____
First Name: _____ Middle: _____ Last: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Email address: _____ Phone: _____

Length of time at the above street address: _____

In the space below please list any additional addresses where you have resided in the past five years:

Facebook: _____ Instagram: _____

Twitter: _____ Other: _____

POSITION DESIRED

Check all that apply. Teacher Teacher Assistant Administration Staff
 Full Time Part Time Other: _____
 Substitute: Available Days and Times: _____

Please indicate choice 1, 2, or 3 in the parentheses. Then indicate the grade or subject in order of preference.

() Preschool: 3s Pre-K
() Elementary: K 1st grade 2nd grade 3rd grade 4th grade 5th grade
() Middle School: ELA Math Science Social Studies

Are you willing to teach/substitute a Bible class if needed? Yes No

() Enrichment: PE Spanish Visual Arts Library Technology STEM
 Performing Arts

() Administration: _____

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

PHILOSOPHY & STATEMENT OF FAITH

Please carefully read the Statement of Faith and Philosophy provided below and select one option:

___ I fully support the Philosophy and Statement of Faith as written without reservations.

___ I support the Statement of Faith and Philosophy 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.

Applicant's Signature: _____ Date: _____

Philosophy

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

Statement of Faith

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Grace Covenant Academy's faith, doctrine, practice, policy and discipline, Grace Covenant Church Senior Pastor and the Grace Covenant Church Leadership are Grace Covenant Academy's final interpretive authority on the Bible's meaning and application.

Bible - 2 Timothy 3:16-17

- We believe the Bible to be the authoritative Word of God — without error, God-inspired, and true.

God - Matthew 28:19

- We believe in one true God that eternally exists in three persons — Father, Son and Holy Spirit.

Jesus Christ - Isaiah 7:15, 1 Corinthians 15:3-5, Hebrews 9:27-28

- We believe that Jesus Christ is God in his birth, his life, his death, his resurrection, and his return.

Salvation - Acts 4:12

- We believe that salvation is only available by grace, through faith and the renewing work of the Holy Spirit. We believe that salvation offers eternal life in heaven rather than eternal separation from God.

Holy Spirit - Romans 8:5-6

- We believe in the work of the Holy Spirit who lives within, guides us to repentance, and enables us to live Godly lives.

Spiritual Unity - Philippians 2:1-4

- We believe in the spiritual unity of believers, that all believers are members of His body, the church.

Gender, Marriage and Sexuality

- We believe that God wonderfully and immutably creates each person as male or female from conception until natural death. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-28) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, covenant, exclusive union, as delineated in Scripture. (Gen 2:18-25; Mark 10:6-9) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; 7; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)
- We believe that in order to preserve the function and integrity of Grace Covenant Academy, and to provide a biblical role model to GCA students and the community, it is imperative that all persons employed by Grace Covenant Academy in any capacity, or are students of Grace Covenant Academy, agree to and abide by these statements on gender, marriage and sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22)

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

Applicant's Signature: _____ Date: _____

Are you a born-again Christian (Jn. 3:3)? ___ Yes ___ No

Give your personal testimony in the space provided. Please include how and when you came to know the Lord as your personal Savior, your growth since accepting Him, and your daily relationship with him.

Applicant's Signature: _____ Date: _____

Do you regularly attend a Bible-believing church? ___ Yes ___ No

What is your local church affiliation? _____

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

Describe your routine of personal Bible study/Prayer.

What books have you read recently that helped you grow in our walk with the Lord?

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 Word of God and Grace Covenant Academy. I further declare that regarding 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.

Applicant's Signature: _____ Date: _____

PROFESSIONAL QUALIFICATIONS

Please submit the following documents with this application. Those applying for a substitute position should complete only the sections that apply to them.

- A resume
- All college transcripts (should you be offered a position you will be required to supply official copies)
- All teaching certificates
- If you are a recent graduate, please attach several student teaching evaluations.

What degree/degrees do you hold?

DEGREE & MAJOR(S)	DATE RECEIVED	ISSUING INSTITUTION	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Minor(s): _____

Total course credits after date of bachelor's degree _____

List your teaching experience with the most recent first:

SCHOOL'S NAME	DATE RECEIVED	GRADES/SUBJECTS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total years teaching experience: _____

Curriculum preferences/experience?

Do you have an ACSI Certification? ___ Yes ___ No If so, what level? _____ Expiration Date _____

Do you have a state teaching certificate? ___ Yes ___ No What state? _____ Expiration Date _____

What kind? _____

Endorsement/ Semester hours in endorsement areas:

If necessary, are you willing to pursue the requirements to obtain the necessary certification? ___ Yes ___ No

Do you hold certification in CPR, First Aid, Others? Please list all expiration dates:

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? ___ Yes ___ No

If so, what was the name? _____

Have you already signed a contract for next year with any other institution? ___ Yes ___ No

PERSONAL REFERENCES

**Do not list relatives for references.*

Spiritual/Character References

Give two references qualified to speak of your spiritual maturity and Christian service. **List your current pastor first.**

Reference #1:

Pastor's Name: _____

Organization: _____ Position: _____

Phone: _____ Email: _____

Reference #2:

Name: _____

Organization: _____ Position: _____

Phone: _____ Email: _____

Professional References

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

Reference #1:

Name: _____

Organization: _____ Position: _____

Phone: _____ Email: _____

Reference #2:

Name: _____

Organization: _____ Position: _____

Phone: _____ Email: _____

Reference #3:

Name: _____

Organization: _____ Position: _____

Phone: _____ Email: _____

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position 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.

APPLICANT'S CERTIFICATION AND AGREEMENT

Employment at Grace Covenant Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex, national or ethnic origin, color, age, or disability. Grace Covenant Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Grace Covenant Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

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.

Applicant's Signature: _____ Date: _____

Please send this completed application and other relevant documents to cdeppen@gracecovenant.org