



STAFF APPLICATION

Date \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Preferred Name \_\_\_\_\_

Present Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

Position Desired \_\_\_\_\_

Have you ever been arrested or convicted for any criminal act?

Yes  No  If yes, explain in detail \_\_\_\_\_

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

**EMPLOYMENT EXPERIENCE**

List your most recent employment experience first:

Employer/Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title/Type of Work \_\_\_\_\_

Date Employment Began \_\_\_\_\_

Date Employment Ended \_\_\_\_\_

Reason for leaving this employer \_\_\_\_\_

Employer/Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title/Type of Work \_\_\_\_\_

Date Employment Began \_\_\_\_\_

Date Employment Ended \_\_\_\_\_

Reason for leaving this employer \_\_\_\_\_

**EMPLOYMENT EXPERIENCE (continued)**

Employer/Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Job Title/Type of Work \_\_\_\_\_  
Date Employment Began \_\_\_\_\_  
Date Employment Ended \_\_\_\_\_  
Reason for leaving this employer \_\_\_\_\_

**EDUCATION**

High School Diploma earned? Yes  No  High School Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*Circle year of education completed: 9 10 11 12 13 14 15 16 16+*

College/University Name \_\_\_\_\_  
Major \_\_\_\_\_  
Degree Earned \_\_\_\_\_  
Dates Attended \_\_\_\_\_  
Semesters/Hours Completed \_\_\_\_\_

College/University Name \_\_\_\_\_  
Major \_\_\_\_\_  
Degree Earned \_\_\_\_\_  
Dates Attended \_\_\_\_\_  
Semesters/Hours Completed \_\_\_\_\_

College/University Name \_\_\_\_\_  
Major \_\_\_\_\_  
Degree Earned \_\_\_\_\_  
Dates Attended \_\_\_\_\_  
Semesters/Hours Completed \_\_\_\_\_

**EMPLOYMENT RELATED EDUCATION COURSES COMPLETED**

School/Organization Name \_\_\_\_\_  
Course Title \_\_\_\_\_  
Date Completed \_\_\_\_\_

**EMPLOYMENT RELATED EDUCATION COURSES COMPLETED (continued)**

School/Organization Name \_\_\_\_\_

Course Title \_\_\_\_\_

Date Completed \_\_\_\_\_

School/Organization Name \_\_\_\_\_

Course Title \_\_\_\_\_

Date Completed \_\_\_\_\_

**PROFESSIONAL AND TECHNICAL QUALIFICATIONS**

List Licenses and/or Certificates of Competence held \_\_\_\_\_

\_\_\_\_\_

Names of Professional Associations of which you are a member \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

*List the names of individuals who can testify as to your character and ability. Please include a spiritual leader, pastor and a previous supervisor.*

A. **SPIRITUAL** – A spiritual leader who knows you well:

Name \_\_\_\_\_

Organization/Address \_\_\_\_\_

Position \_\_\_\_\_ City/State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

B. **PASTORAL** – Pastor of a church you are now attending:

Name \_\_\_\_\_

Organization/Address \_\_\_\_\_

Position \_\_\_\_\_ City/State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

C. **PROFESSIONAL** – Someone who has supervised your work:

Name \_\_\_\_\_

Organization/Address \_\_\_\_\_

Position \_\_\_\_\_ City/State \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**SPECIAL QUALIFICATIONS**

Circle any of the following for which you have special training, experience or interest:

- |         |                     |            |                  |              |
|---------|---------------------|------------|------------------|--------------|
| Art     | Cafeteria           | Drama      | Foreign Language | Fund Raising |
| Music   | Musical Instruments | Newsletter | Newspaper        | P.E.         |
| Science | Sports              | Substitute | Technology       | Yearbook     |

List any activities or services that you have guided or assisted: \_\_\_\_\_

\_\_\_\_\_

Hobbies or other interests not mentioned above that you have guided or assisted: \_\_\_\_\_

\_\_\_\_\_

**PERSONAL TESTIMONY**

Please write your personal testimony. Please include where, when, and the circumstances behind your receiving Jesus Christ as your Lord; what changes have taken place in your life since your salvation; how you are sure of your salvation; previous areas of Christian service, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church currently attending: \_\_\_\_\_ How long have you been a member? \_\_\_\_\_

Church activities you are currently involved in (please indicate to what degree and regularity) \_\_\_\_\_

\_\_\_\_\_

**WAIVER AND CONSENT**

I, \_\_\_\_\_, hereby certify that the information I have on this application for employment is true and correct. I authorize Grace Christian Academy to verify the information provided on this application by contacting the references and employers listed, by conducting a criminal records check, or by other means, including contacting others not listed. I authorize the references and employers listed in this application to provide whatever information they may have regarding my character and fitness for the position for which I have applied. I have read this waiver and the entire application, and I am fully aware of its content.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Statement of Faith

The basis of Grace Christian Academy is the infallible Word of God, written, known as the Scriptures of the Old and the New Testaments, as they are interpreted in the historic, evangelical confessions of Christian faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God as taught in Scripture and as specifically revealed in the Lordship of Jesus Christ over the world and thus over every department of human activity, thereby recognizing these Scriptures as the supreme and final standard for life. Grace Christian Academy is not a church nor is it subject to any ecclesiastical organization, but works with and through such bodies to aid and benefit both this school and such church bodies with which it may be associated. Therefore, the school is committed to and subscribes to the following articles of belief:

**The Bible** We believe the Scriptures of the Old and New Testaments to be inspired by the Holy Spirit, inerrant in the original writings, and accurately maintained over the ages by God's Spirit. They are the only supreme and final authority for the rule of faith and life for all men. [II Timothy 3:15,16; II Peter 1:21]

**God** We believe in only one living and true God, who externally exists in three persons: Father, Son, and Holy Spirit, having one substance, power and eternity, perfectly sovereign, holy and unchangeable and infinite in being. [Deut. 6:4; I John 5:7; Matt. 3:16-17; John 1:14,18; John 15:26]

**Man** We believe that man and the universe were created by an immediate and direct act of God. Also, we believe that man was created in the image of God, but he chose to sin and thereby incurred not only physical death, but also spiritual death which is eternal separation from God and that all human beings are born with a sinful nature and become sinners in thought, word and deed. All human beings stand accountable before and to God for their sins. [Gen. 1:1,26-27; Gen. 2:17; Gen. 3:22-24; Rom. 3:23; Rom. 5:12, Rom. 5:15-19; Rom. 6:23]

**Jesus Christ** We believe that Jesus Christ was begotten by the Holy Spirit, born to the Virgin Mary, and is truly God and truly man, yet one Christ, the only mediator between God and man. Also, we believe that He was crucified on a cross, died, and was buried, and resurrected by God. He ascended into heaven and sits at the right hand of God the Father as our High Priest, King and Savior of His Church. [Luke 1:27,31,35]

**Salvation** We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in and trust in Him alone are justified on the grounds of His shed blood and perfect, righteous life. We further believe that all who receive the Lord Jesus Christ by faith are born again by the Holy Spirit, and thereby, become children of God and are being sanctified by God. [John 3:16-19; Rom. 3:23-26; Rom. 5:19; Heb. 9:14, 16; Heb. 10:14; Eph. 2: 8-10]

**Resurrection** We believe that on the third day after His Crucifixion, our Lord Jesus Christ rose from the dead with the same body in which He suffered with which He also ascended into heaven and there sits at the right hand of the Father making intercession for the saints. [I Cor. 15:3-5; John 20:25,27; Mark 16:19; Rom. 8:34]

**Second Coming** We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness. [Matt. 25:31; Rom. 14:9-10; Acts 1:11]

**Final Resurrection** We believe in the bodily resurrection of the just to eternal blessedness according to the pattern of Christ's own glorious body and the bodily resurrection of the unjust to eternal punishment. [John 5:28-29, Acts 17:31; Acts 24:15; II Cor. 5:10; Rom. 2:5-6,16]

I have read the above Statement of Faith of Grace Christian Academy, understand it, and agree with the principles therein.

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Signature of Applicant

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Date