

# GRACE CHRISTIAN ACADEMY

260 Range Road • Kings Mountain, NC 28086

704.734.0509 | Fax 704.734.0509

www.gracechristiankm.com



*Academic Excellence, Amazing Grace*

## EMPLOYMENT APPLICATION

We appreciate your interest in Grace Christian Academy. We invite you to fill out this application and return it to our school office.

We realize that the key to a successful organization is its people. We are seeking applicants who are professionally qualified and who, by the pattern of their lives, are Christian role models. Our mission is to develop Christian leaders by providing an excellent educational experience on a foundation of Biblical truth.

We look forward to receiving your 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.

### SECTION 1

### PERSONAL DATA

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Years at this address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Cell Phone #

Please list any additional addresses you have resided at any time in the past 5 years:

If hired, what date will you be available to start? \_\_\_\_\_

If applying for a part-time position, please indicate any limitations to your availability:

Please indicate 1, 2, 3 choice in the parenthesis.

( ) Preschool ( ) Kindergarten ( ) Elementary School Grades 1-6

( ) Middle School Grades 7-8 ( ) High School Grades 9-12

If you are interested in the Middle School/High School grade levels what is your Subject preferences:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

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

Are you able to submit verification of your legal right to work in the US? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. Indicate grade or ability levels.

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

**\* In your own handwriting, on a separate piece of paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith located on our website at [www.gracechristiankm.com](http://www.gracechristiankm.com), and indicate your degree of support.

\_\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper.

The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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 \_\_\_\_\_

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

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

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

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

What other Christian service have you done since becoming a Christian?

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



**SECTION VI****PREVIOUS EXPERIENCE****POSITIONS IN EDUCATIONAL INSTITUTIONS**

List all prior educational employment, putting the most recent first.

CITY AND STATE	SCHOOL	GRADES/SUBJECT(S)	FROM		TO	
			MO.	YR.	MO.	YR.

**SECTION V****EMPLOYMENT HISTORY****OTHER EXPERIENCE**

List all non-educational employment, putting the most recent first.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and 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 served in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of training or education did you receive? \_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION VI**

**PERSONAL PHILOSOPHY**

• Why do you wish to teach at Grace Christian Academy?

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• What is your personal Christian philosophy of education and how you would implement it in the classroom?

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• What do you consider to be the proper classroom atmosphere for learning?

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• What is your philosophy of discipline?

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• What areas do you feel are your strengths/weaknesses?

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Give three references that are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references.

**Name/Complete Address**

**Phone**

**Position**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Grace Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

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

I authorize Grace Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 school, 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the SBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at the time.

I certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date