

GRACE CHRISTIAN ACADEMY

Professional Employment Application



Professional Employment Application

Please return completed form to:
Employment Office
Grace Christian Academy
14325 Crescent Landing
Houston, TX 77062

Date: _____
Position Desired: _____
Date Available: _____

Personal Information:

Legal Name _____ Preferred Name _____

Home Phone _____ Cell Phone _____

Address: _____ City _____ State _____ Zip _____

How long have you lived at this address? _____ Years Preferred Email: _____

Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Remarried _____ Widow(er) _____

Spouse's Name: _____

Desired Level: _____ Grade K--4 _____ Grade 5--6 _____ Grade 7--8 _____ Grade 9--12

Grade or subject in order of preference:

(1) _____ (3) _____

(2) _____ (4) _____

Please list activities or sports that you would be capable of and interested to direct, sponsor, advise, or coach. (Indicate grade or ability levels)

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? _____ Yes _____ No

If yes, explain: _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, or any felony? _____ Yes _____ No

If yes, explain: _____

What sparked your interest in teaching at GCA? _____

Do you know people in the community? _____

References:

Give three personal references who are qualified to speak of your spiritual experience and Christian service. List your pastoral reference.

Name	Phone	Occupation	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Name	Phone	Occupation	Email Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional Qualifications:

Please attach photocopies of all of your college transcripts. Please attach photocopies of any certificates held.

What degree or degrees do you hold?	Degree	Date Received	Issuing Institution
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your Major(s) _____

Your Minor(s) _____

Cumulative Grade Point Average: Undergraduate: _____ Graduate: _____

Teaching Experience –List your teaching experience with the most recent first:

Place	Grade / Subject	Dates	Clubs / Sports
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of years teaching experience: Public _____ Private _____ Christian _____ Total: _____

Are you under contract for the coming year? _____ Yes _____ No Reason for leaving your most recent position? _____

List other work or military experiences that may have significance for the type of position for which you are applying:

Place	Type of Work / Experience	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you had any courses in the Christian Philosophy of Education? If so, where and when? _____

Have you had other courses giving specific training for Christian schools? _____

List any conferences in which you have participated or seminars which you have led: _____

List any other educational experiences that you have had including opportunities for travel: _____

List books, blogs, videos, and articles that you have read recently that have helped you grow professionally: _____

Do you have a state teaching certificate? _____ Yes _____ No State? _____ What kind? _____ Expires: _____

Endorsement(s) List semester hours in endorsement area(s) _____

If you do not hold a license, what requirements do you lack? _____

Personal Interests: List memberships, offices, and honors obtained in:

High School: _____

College: _____

Current: _____

List your hobbies and personal interests: _____

Christian Background:

Church Denominational preference: _____ What church do you attend? _____

Are you presently a member in good standing? _____ Years: _____ In what church activities are you involved

and with what degree of regularity? _____

What other ministry or service have you been involved in? _____

Devotional

Life Describe your routine of personal Bible study and prayer: _____

Other than the Bible, what books have most influenced you? _____

On a separate piece of paper, please answer the following:

- (1) Share your conversion experience:
- (2) Comment on your spiritual growth:
- (3) Why do you wish to teach at GCA?
- (4) What distinguishes a Christian school from a secular school, public or private?
- (5) What do you consider to be the proper classroom atmosphere for learning?
- (6) What areas do you feel are your strengths? Weaknesses?
- (7) Luke 6:40 says when a pupil is fully trained, he/she will be like his teacher. Please share what this means to you in your personal habits, values, recreation, and all-encompassing life-style:
- (8) Is there any additional information you would like to present regarding your candidacy for this position?

PRIVATE RELIGIOUS ORGANIZATION DISCLOSURE

As a private Christian school, GCA is a “religious organization.” While commerce laws prohibiting arbitrary discrimination on the basis of race, color, sex, national origin, age and disability apply generally to religious organizations, a religious organization is allowed to discriminate on the basis of its religious beliefs. This exception is rooted in the constitutional right to free exercise of religion. As a private school, GCA considers academic performance to be criteria relevant to decisions regarding student admission and retention. As a religious organization, GCA will neither commence nor continue admission, enrollment or employment if it is believed by GCA that such will cause confusion about, conflict with, or compromise of the school’s mission to provide a distinctly Christian education from a Christ-centered worldview. In that regard, GCA conforms to the orthodox teachings of the historical Christian Church as set forth in the sixty-six books of the Holy Bible, all of which we believe to be our infallible and authoritative rule of faith and practice. Any decision to discriminate on the basis of religious belief will be made by the Head of School, subject to review by the Board of Trust. This policy applies to and is incorporated into all GCA affairs, including all GCA contracts, programs, activities, facilities, publications, and events.

CHRISTIAN COMMUNITY STATEMENT

Grace Christian Academy (GCA) is a Christian community (a “household of faith,” Galatians 6:10). Through GCA we exercise, express and sustain our Christian beliefs and Christian mission. Our commitment to one another is based on a relationship between fellow-followers of the Lord Jesus Christ (Christian fellowship), not a mere contractual relationship. Thus, the GCA Christian community, by definition, includes Jesus. No Jesus; no GCA. Our shared purpose is to work together in Christian fellowship to raise our children in the nurture and admonition of the Lord (Eph. 6:4).

Our Christian community’s foundational beliefs about the Lord Jesus Christ and His revelation of divine truth include those set forth in the GCA Doctrinal Statement, the GCA Mission Statement, the GCA Core Values Statement, the GCA Christian Community Statement, the GCA Educational Philosophy Statement, and the other official GCA policies or statements adopted by or approved by the GCA Board of Trust. (“How can two walk together unless they be agreed?” Amos 3:3.)

As a Christian community and private Christian school, GCA is a “religious organization.”

As a private school, GCA considers academic performance in its admission and retention decisions; however, ***GCA does not discriminate on the basis of race, color, national and ethnic origin in admission policies, administration of educational policies, scholarship and loan programs, and athletic or other school administered programs.***

The laws of interstate commerce prohibiting arbitrary discrimination on the basis of race, color, sex, national origin, age and disability apply generally to religious organizations, with the notable exception (rooted in the constitutional right to free exercise of religion) that religious organizations are permitted to make choices on the basis of religious beliefs.

As a religious organization, the GCA Christian community views trustee, employee, student, parent and family lifestyle choices and conduct to be a reflection of religious beliefs and Christian commitment. GCA will exercise its prerogative as a religious organization to neither commence nor continue an appointment, employment, admission, enrollment, or other category of GCA Christian community relationship if it is believed by GCA that so doing will cause confusion about, conflict with, or compromise of the GCA Christian community mission to provide a distinctly Christian education from a Christ-centered worldview.

Any such religious organization decision will be based upon the historical, orthodox doctrines of the church of the Lord Jesus Christ, as set forth in the sixty-six books of the Holy Bible, which the GCA Christian community believes to be the Word of God and the infallible and authoritative rule of faith and practice. Any such decision will be made by the Head of School, subject to review by the Board of Trust. This policy will be applied to all GCA affairs, including but not limited to all GCA contracts, programs, activities, facilities, publications, and events.

DOCTRINAL STATEMENT

Please carefully read our Doctrinal Statement and indicate below your degree of support.

- A. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17, Hebrews 4:12; 2 Peter 1:21)
- B. We believe in the Holy Trinity, one God eternally existent in the three persons – Father, Son, and Holy Spirit – the same in substance, equal in power and glory. (Gen 1:1, 26,27, 3:22; Psalm 90:2; Matthew 28:19)
- C. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal physical return in power and glory. (John1:1-5, Col 1:15-17; Matt. 1:22,23)
- D. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature. (Gen. 1:27,28;
- E. We believe that the salvation of lost and sinful man is a free gift of God’s grace apart from works, based solely upon Christ’s vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ’s finished work on the cross, and that this salvation is eternally secured to all believers.(John1:1-5; Col. 1:15-17; Rom 3:22-26; Eph 2:8-9)
- F. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling – to walk after the Spirit and not after the flesh. The Holy Spirit connects people to Christ, equips them in their relationship with God, and helps them share Christ with people who do not know Him. We believe in the personal baptism with the Holy Spirit as received by believers “at the beginning.” We believe in the present day manifestation of all the gifts of the Holy Spirit in the Church. (Acts1:8; 2:4, 4:31, 8:17, 10:44-46; Rom 8:9-15; 2 Cor. 1:21-22)
- G. We believe that Jesus Christ will return to the earth one day to take everyone who believe in Him and entered a relationship with God as savior to Heaven to live for eternity. People who have not chosen to accept Christ will be separated from God for eternity and will not be able to experience Heaven but experience eternal damnation.(John 5:28; I Corinthians 15:20-23; Rom. 3:20-23)
- H. We believe in the spiritual unity of believers in the Lord Jesus Christ. (John 17:11; Romans 12:1-13; Eph 4:1-6)
- I. We believe in the sanctity of human life from the moment of conception to the time of death. All human life is precious in the sight of God. (Lk 1:15; Gal. 1:15; Psalm 22:10)
- J. We believe that marriage and family are institutions ordained by the Lord God Himself from the very beginning of human history and these are sacred institutions. Marriage is between one man and one woman. Any other definition of marriage is contrary to the clear teachings of the Holy Bible and hence against the expressed will of God. (Gen 1:27-28, 2:20; Cor. 7:2)

I fully support the Christian Community Statement and the Doctrinal Statement as written without reservations.

Signed _____ Date _____

I support the Christian Community Statement and/or the Doctrinal Statement except for the area(s) listed and explained below. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signed _____ Date _____

Applicant's Certification and Agreement:

I understand that this school does not discriminate in its employment practices against any person because of age, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S. as well as conditioned on the results of pre-employment drug screening.

I also recognize, understand, and adhere to the moral and ethical standards and mandates of this 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. I fully agree with the school's Christian Community Statement in its entirety and further agree to model GCA Christian Community Standards as a representative of the school should I become employed.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize this school to inquire about my work and personal history and to verify all data given for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me. Pursuant to this application only, I release any person, organization or company from liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of any such information, whether this information is favorable or unfavorable to me. I further waive the right to ever personally view any references given.

I, the undersigned, affirm the accuracy of all responses set forth in this application.

Signature

Date