

GRACE CHRISTIAN ACADEMY

Substitute Employment Application



Substitute Employment Application

Please return completed form to:

Employment Office
Grace Christian Academy
14325 Crescent Landing Dr.
Houston, TX 77062

Date: _____

Grade Level: (interested in) EL MS JS HS

(circle all that apply)

Date Available: _____

Personal Information:

Miss _____ Mrs. _____ Mr. _____

Legal Name _____ Preferred Name: _____

Home Phone _____ Cell _____

Address _____ City _____ State _____ Zip _____

How long at this address? _____ Months/years Email address _____

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

Spouse's Name _____

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, moral turpitude or any felony? Yes _____ No _____

If yes, explain _____

Education:

Name of High School _____ Location _____

Date Diploma Issued _____

Business College _____

Name of College/University _____

Dates of attendance _____ Degree and date _____

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.
- 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.
- 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.
- 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.
- 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.
- 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.
- G. We believe in the resurrection of the body of both the saved and the lost – they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
- H. We believe in the spiritual unity of believers in the Lord Jesus Christ.

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



Grace Christian Academy Background Check

GCA Houston, Inc. (Grace Christian Academy) is required by law (Texas Education Code 21.917) to obtain criminal history record information on all employees/prospective employees, school volunteers, and all host family members over the age of 18. A current driving record (MVR) will also be obtained for those who will be transporting GCA students. The information requested is necessary to conduct the background check and MVR. Employment, acceptance into the Volunteer Program, or acceptance into the International Housing Program is dependent upon the satisfactory completion of these reports.

I, _____, understand the information I am providing about age and gender will be used solely for the purpose of obtaining criminal history record information and/or a Motor Vehicle Report. I have read and understand the preceding. I hereby authorize Grace Christian Academy to have complete access to any and all criminal history record information and driving information pertaining to me and hereby grant permission to release all of said criminal history information and driving record to Grace Christian Academy.

AUTHORIZATION TO RELEASE INFORMATION

Last Name First Name Middle Name

Gender: M / F

Maiden Name or Other Names Used

Date of Birth Social Security Number Driver's License No. State

E-mail

Current Address:

Street City/State Zip Code

Addresses for the past seven years:

Street Address	City	State	Zip Code

By signing below, I certify all information listed in this document to be true and correct to the best of my knowledge.

Printed Name Signature Date

Attention
Grace Christian Academy
Contract Workers

All contract employees must complete the attached paperwork and include a copy of your driver's license, social security card, and/or birth certificate.

All paperwork and copies must be returned to **Cindy Null** in the Business Office prior to receiving your first check. No check will be processed without complete paperwork.

SORRY, NO EXCEPTIONS!

If you have any questions or need assistance in filling out any of your paperwork, please don't hesitate to call me at 281-488-4883.

Sincerely,

Cindy Null
Accounts Payable

Grace Christian Academy Contract Worker Agreement

Grace Christian Academy agrees to pay...

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone: _____

as a contract worker to perform duties on an as needed basis, as determined by the school. Under this agreement, you will not be eligible for benefits. Taxes will not be withheld from your pay, and a 1099 will be issued at the end of the year as dictated by IRS regulations. Pay will be issued bi-weekly.

Thank you for your contribution to our school. You are needed and very much appreciated.

Contract Worker's Signature

____-__-____-__-_____

Social Security Number