



# Grace Temple Institute, LGD

"A Mind Is A Terrible Thing To Waste"

## EMPLOYMENT APPLICATION



### APPLICANT'S INFORMATION

Date of Application: \_\_\_\_\_ Phone #: \_\_\_\_\_ Position Desire \_\_\_\_\_ Pay Desire \_\_\_\_\_

Are you a citizen of Ghana/Ecowas/Foreigner? ☐ Yes ☐ No ☐ Country of Citizenship \_\_\_\_\_

SSNIT: \_\_\_\_\_ Ghana Card #: \_\_\_\_\_

Name: \_\_\_\_\_ GPS Address: GW \_\_\_\_\_  
*First Name Surname Middle Name*

How did you hear about this position? ☐ Friend ☐ Relative ☐ Advertising ☐ Former GTI Staff: \_\_\_\_\_

Have you ever worked for Grace Temple Institute ☐ Yes ☐ No ☐ **If Yes Check below**

☐ *Grace Temple Institute* ☐ *GTI Schools* ☐ *Graceful Life Church Mission* ☐ *Advance Professional Center (APC)*

Have ever been accused or labeled as lacking moral deficiencies? *For example, check as applies:*

☐ *Stealing* ☐ *Moral deficiency* ☐ *Non-performance at work* ☐ *insubordination* ☐ *Quit a job without notice*

**NOTE: IF HIRED BEFORE INVESTIGATIONS ARE COMPLETE, YOU WILL BE DISMISSED IMMEDIATELY.**

### PREVIOUS EMPLOYMENT (Last one First)

Company/Institute: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Worked: From \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No Phone#: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Company/Institute: \_\_\_\_\_ Salary: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Worked: From \_\_\_\_\_ To: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

May we contact your previous supervisor for a reference? ☐ Yes ☐ No Phone#: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

### EDUCATION BACKGROUND

**Did you attend Senior High School?** ☐ Yes ☐ No Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of School \_\_\_\_\_ Graduated? ☐ Yes ☐ No

Year Graduated: \_\_\_\_\_ Type of Degree: \_\_\_\_\_

**WAEC RESULTS MUST BE ATTACHED FOR PLACEMENT PURPOSES ONLY**

School Location (*Town & Region*) \_\_\_\_\_ School Phone#: \_\_\_\_\_



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**Did you attend any University?** [ ] Yes [ ] No Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of School \_\_\_\_\_ Graduated? [ ] Yes [ ] No

**Year Graduated:** \_\_\_\_\_ **Type of Degree:** \_\_\_\_\_

School Location (*Town & Region*) \_\_\_\_\_ School Phone#: \_\_\_\_\_

**Did you attend any training program?** [ ] Yes [ ] No Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Training center \_\_\_\_\_ Graduated? [ ] Yes [ ] No

**Year Graduated:** \_\_\_\_\_ **Type of Degree:** \_\_\_\_\_

School Location (*Town & Region*) \_\_\_\_\_ School Phone#: \_\_\_\_\_

### REFERENCES

Please list two professional references: (no pastor or church members) MUST **BE WORK RELATED**

#### **IN CASE OF EMERGENCY CONTACT**

Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship : \_\_\_\_\_ Company: \_\_\_\_\_

#### **PROFESSIONAL REFERENCE #1 (No Pastor/Church Members)**

Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship : \_\_\_\_\_ Company: \_\_\_\_\_

#### **PROFESSIONAL REFERENCE #2 (No Pastor/Church Members)**

Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship : \_\_\_\_\_ Company: \_\_\_\_\_

#### **PROFESSIONAL REFERENCE #3 (No Pastor/Church Members)**

Name \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship : \_\_\_\_\_ Company: \_\_\_\_\_

I \_\_\_\_\_ *certify that my answers are true and complete to the best of my knowledge. I understand that, if this application leads to employment, I understand that any false or misleading information in my application or interview may result in my release from my employment.*

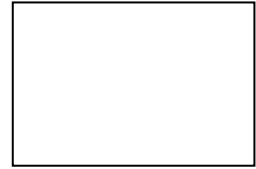
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### HUMAN RESOURCE FOLDER

#### REQUIRED & ACCEPTABLE DOCUMENTATION ATTACHED

##### If attached, circle next to item

- |   |     |    |
|---|-----|----|
| 1) A Letter of Intent                     | Yes | No |
| 2) Two Professional References            | Yes | No |
| 3) One Personal Reference.                | Yes | No |
| 4) One Emergency Contact #                | Yes | No |
| 5) Recent Employer Contact                | Yes | No |
| 6) Copies of School Certificates          | Yes | No |
| 7) WAEC Exam Results ( <i>IMPORTANT</i> ) | Yes | No |
| 8) Ghana Card Number                      | Yes | No |
| 9) Passport Number (Optional)             | Yes | No |
| 10) SSNIT Card / Number                   | Yes | No |
| 11) NHID (Health Card) (Optional)         | Yes | No |
| 12) Application Completed                 | Yes | No |

- Application Date \_\_\_\_\_
- Date of Interview \_\_\_\_\_
- Current Salary \_\_\_\_\_
- Desired Salary \_\_\_\_\_
- Salary Offered \_\_\_\_\_
- Negotiated Accepted Salary \_\_\_\_\_
- Date of Acceptance \_\_\_\_\_
- Date of Hire \_\_\_\_\_
- Starting Date \_\_\_\_\_
- Next Evaluation for increase \_\_\_\_\_

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Have you ever been accused or labeled as lacking morals or being defiant of establishment rules & regulations? ***For example, check as applies:***

***[ ] Stealing [ ] Moral deficiency [ ] Non-performance at work [ ] insubordination [ ] Quit a job without notice***

**NOTE: IF HIRED BEFORE THE INVESTIGATIONS ARE COMPLETE, YOU WILL BE DISMISSED IMMEDIATELY.**

I \_\_\_\_\_ understand that my continuous employment with Grace Temple Institute, LGD (GTI Schools) may be terminated if a negative personal investigative report is received from authorities.

• Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## EMPLOYMENT APPLICATION



### JOB DESCRIPTION & EXPECTATIONS FOR TEACHING STAFF- MUST BE ACKNOWLEDGED BY CANDIDATE/TEACHER

**Job Title: School Teacher**

Job Overview:

#### **RESPONSIBILITIES:**

What we expect from our teaching staff.

- We expect dedication, compassion, and a teachable personality for our Primary School Teaching team.
- As a chosen candidate/teacher you are expected:
  - ✓ To be able to project a positive and engaging learning classroom environment for student learning
  - ✓ To be able to foster the intellectual and personal development of all students.
  - ✓ To be responsible for
    - ✓ Lesson notes & planning,
    - ✓ Quiz questions set-up,
    - ✓ Midterm exams,
    - ✓ End of term exams and
  - ✓ Other students' assessment exams as directed by the headmaster.
  - ✓ Demonstrate effective classroom management including,
    - ✓ Controlling student behavior
    - ✓ Supervise student to student interaction to avoid bullying and oppressive behavior by other students
  - ✓ Ability to build positive relationships (non-sexual) with students, parents, and colleagues.

#### **Rules & Regulation of Grace Temple Institute**

- **Punctuality:**
  - ✓ Arrive at school on time, ready to start lessons promptly.
  - ✓ Inform the headmaster and the school administration in advance if unable to attend due to unforeseen circumstances.
- **Curriculum Development:**
  - ✓ Develop and implement age-appropriate lesson plans aligned with the school curriculum as specified
  - ✓ Integrate innovative teaching methods and resources to enhance learning experiences.
- **Classroom Management:**
  - ✓ Establish and maintain a positive, inclusive, and disciplined classroom environment.
  - ✓ Effectively manage student behavior and create a conducive atmosphere for learning.
  - ✓ Maintain discipline and order within the classroom.

- ✓ Implement fair and consistent disciplinary measures, promoting a positive learning atmosphere.
- **Lesson Planning:**
  - ✓ Prepare lesson plans as instructed by the headmaster that is aligned with the curriculum.
  - ✓ Foster an inclusive and engaging learning environment.
- **Assessment and Evaluation:**
  - ✓ Conduct assessments in a fair and transparent manner.
  - ✓ Regularly assess student progress through various evaluation methods, as specified by School management & Headmaster/Mistress.
  - ✓ Provide timely and constructive feedback to students and communicate progress to School management & Headmaster/Mistress.
- **Promotion of Values and Ethics:**
  - ✓ Model and instill positive values, ethics, and good character traits in students, by encouraging participation in the school award system.
  - ✓ Foster a classroom culture that encourages respect, kindness, and empathy.
- **Students Attendance Records:**
  - ✓ Keep accurate records of student attendance.
  - ✓ Report any irregularities promptly to the school administration.
- **Individualized Instruction:**
  - ✓ Recognize and address diverse learning needs, adapting teaching strategies to accommodate different abilities.
  - ✓ Provide additional support or challenges to students as required by communicating such support to the headmaster.
- **Communication:**
  - ✓ Maintain open and clear communication with the School Management, Human Resource Manager and Headmaster, about challenging situations in your assigned classes.
  - ✓ Attend Monthly and all emergency team meetings.
  - ✓ Collaborate with colleagues to share ideas and resources.
- **Parental Communication prohibition:**
  - ✓ Teachers are **not allowed** to maintain open and regular communication with parents or guardians regarding students' academic and



## **EMPLOYMENT APPLICATION**



behavioral progress without first discussing such concerns with the Headmaster and Office.

- ✓ All concerns or inquiries concerning all students are first directed through the headmaster, who intends to report the concerns to the school management in a timely and professional manner.

- ✓ It is a dismissible offense to contact a parent, to tutor their child at home.

- **Collaboration with Colleagues:**

- ✓ Collaborate with fellow teachers, staff, and administrators to create a cohesive and supportive school community.
- ✓ Share ideas, resources, and contribute to the overall improvement of the school.
- ✓ Avoid selfish characteristics, such as a staff/teacher knowing that an observed offence by another is probable offense at Grace Temple Institute but refuses to alert or advise against such a character, will deem both the witness and the offender as collaborative offenders.

- **Professional Conduct:**

- ✓ As a teacher in this establishment, you are expected to uphold the highest standards of
- ✓ Respect the Teaching Profession by displaying professionalism.
- ✓ Respect our students (the customers)
- ✓ Respect your colleagues (your teammates)
- ✓ Respect the parents of our customers (students)
- ✓ Dress in a manner befitting the teaching profession.
- ✓ Maintain a neat and tidy appearance that shows respect to the GTI Schools' image.
- ✓ Participate in mandatory monthly meetings organized by the headmaster and school management.
- ✓ Must avoid personal sexual relationships with co-workers and students or their parents in a sexual manner. Such behavior is considered a sexual harassment by the school rule and regulation system and by law. thus warrants an immediate dismissal.

- **Continuous Professional Development:**

- ✓ Participate in workshops, training sessions offered as mandated by GES & NACCA
- ✓ Engage in continuous professional development opportunities to enhance teaching skills.
- ✓ Stay updated on educational trends, teaching methodologies, and advancements in the field.

- ✓ Participate in mandatory monthly meetings organized by the headmaster and school management.

- **Professional Ethics:**

- ✓ Adhere to the code of ethics for teachers in Ghana; as established by the GES, NAACA and Grace Temple Institute (GTI Schools).

- ✓ Avoid engaging in any behavior that may compromise the integrity of the teaching profession.

- ✓ Avoid engaging in any behavior that dehumanizes another person/student in the school.

- **Safety & Well-being:**

- ✓ Ensure the safety and well-being of students during classroom activities.
- ✓ Insulting and calling students names warrants suspension without pay for one week or possibly automatic dismissal.
- ✓ Familiarize yourself with emergency procedures and act responsibly in case of emergencies.
- ✓ Be attentive to students' emotional needs and provide appropriate support.
- ✓ Seek help from headmaster in difficult situations.

- **Respect for Diversity & Cultural Sensitivity:**

- ✓ Embrace and celebrate the diversity of students and colleagues.
- ✓ Foster an inclusive environment that values and respects cultural differences.
- ✓ Embrace and celebrate cultural diversity within the classroom, promoting an inclusive and culturally sensitive learning environment.

- **Required Minimum Qualifications:**

- ✓ Bachelor's degree in education or a related field.
- ✓ Teaching certification or license.
- ✓ Previous experience teaching at the primary school level is preferred.
- ✓ Strong communication and interpersonal skills.
- ✓ Technological proficiency for integrating educational technology into lessons.

- **Finally, adherence to Doctrinal Principles:**

- ✓ All staff members, including teachers, must align with the religious doctrine of Grace Temple Institute, incorporating these principles into their professional conduct and interactions.
- ✓ By adhering to these rules, you contribute to the educational excellence of Grace Temple Institute (GTI Schools).



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- ✓ Thank you for your dedication to shaping the minds of our future generation.
- ✓ Remember, what you say or do with the students will be returned to you several fold. This is a mission school, as such we treat each student as a child of God and a replica of God.
- **Required Minimum Qualifications:**
  - ✓ Bachelor's degree in education or a related field.
  - ✓ Teaching certification or license.
  - ✓ Previous experience teaching at the primary school level is preferred.
  - ✓ Strong communication and interpersonal skills.
  - ✓ Technological proficiency for integrating educational technology into lessons.

### **Grace Temple Institute Work Rules & Regulations**

This outlines the essential work rules to ensure a productive and positive teaching environment. Your dedication to the journey of teaching our students in this establishment plays a crucial role in shaping the future of our nation.

To facilitate a smooth relationship between the students, teachers, parents, and the school management team; we have outlined the following points as a rule of thumb.

- I. Adherence to Doctrinal Principles:**
  - All staff members, including teachers, must align with the religious doctrine of the mission school, incorporating these principles into their professional conduct and interactions.
- II. Professional Conduct:**
  - Staff members are expected to maintain a high standard of professionalism, treating students, colleagues, and parents with respect, courtesy, and fairness.
- III. Dress Code:**
  - All staff members should adhere to a dress code that reflects modesty and is in line with the values upheld by the mission school.
- IV. Religious Observances:**
  - Participation in religious activities and observances within the mission school should be encouraged among all staff members, fostering a spiritual environment.
- V. Curriculum Alignment:**
  - Staff members, including teachers and administrative staff, are required to follow the approved curriculum, ensuring that lessons, administrative decisions, and

materials are consistent with the mission and values of the school.

#### **VI. Ethical Practices:**

- ✓ All staff members should uphold ethical practices, avoiding any form of discrimination, favoritism, or inappropriate relationships within the school community.

#### **VII. Attendance and Punctuality:**

- ✓ Staff members are expected to maintain regular attendance and punctuality, recognizing the importance of consistent presence for effective service and role modeling.

#### **VIII. Communication with Stakeholders:**

- ✓ Open and respectful communication with parents, students, and other stakeholders is vital. Staff members should keep relevant parties informed about pertinent matters and address concerns in a timely manner.

#### **IX. Confidentiality:**

- ✓ Staff members must respect the confidentiality of students, families, and colleagues, refraining from sharing sensitive information without proper authorization.

#### **X. Professional Development:**

- ✓ Continuous professional development is encouraged for all staff members to ensure they stay current with educational trends and methodologies while integrating the mission school's values into their respective roles.

#### **XI. Disciplinary Procedures:**

- ✓ All staff members should be familiar with and adhere to the school's disciplinary procedures, maintaining a fair and consistent approach when addressing behavioral issues among students or staff.

#### **XII. Involvement in Mission Activities:**

- ✓ Participation in mission-related activities and events is encouraged for all staff members to foster a sense of community and commitment to the school's mission.

These Rules And Regulations; aim to create a cohesive, compassionate, collaborative & spiritually enriching environment for all staff members and students within GRACE TEMPLE INSTITUTE, LGD.