



FORMAL APPLICATION

For Office Use Only: Revised 02/2025

Grade level preference:
(in order of preference)

Degree:

Certified: State _____ ACTS _____

Major: _____ Minor: _____

Bible class(es):

Substitute: YES NO

Thank you for your interest in joining Grace Christian Academy's dynamic team of teachers and leaders who are committed to providing a high-quality Christian education to students. We invite you to complete this initial application and submit it in person or online. If an opening occurs for which it appears you may qualify, we will contact you to schedule an interview.

Date: _____

A. PERSONAL INFORMATION

Full Name: ()Dr. ()Mr.() Mrs.() Ms.()Miss _____

Present Physical Address: _____

Previous Address: _____

How long have you lived at the above address? _____

Email address: _____

Phone Number: _____

B. PROFESSIONAL QUALIFICATIONS

University/College	Degree	Date Received	Area(s) of Emphasis Major(s): Minor(s):
			Major(s): Minor(s):
			Major(s): Minor(s):

C. EXPERIENCE

Sequentially list your classroom teaching experience with most recent first.

Name of School	Dates of Service	Grade(s)	Name of Administrator	Telephone Number

Total years of teaching experience: Public _____ Christian _____

List grade level preference (in order of preference)

List any books or articles you have read recently that have helped you to grow professionally:

Reason for leaving your most recent or current position?

TEACHING CREDENTIALS OR CERTIFICATES:

Do you have a valid state teaching certificate? _____ If yes, what State? _____

What level? Early childhood _____ Elementary _____ Secondary _____

List any other educational advantage you have had, including opportunities for travel:

Have you taken a Philosophy of Christian Education course? _____

Do you have any Bible classes on your transcript? If so, what?

Would you be willing to substitute teach until you find full time employment? _____

D. CHRISTIAN BACKGROUND

Give a brief account of your Christian experience:

What is your denominational preference? _____

What is your local church affiliation? _____

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

What books have you read recently that have helped you spiritually? _____

E. REFERENCES

Give three (3) references who can testify as to your Christian service and character. List your pastor first.

Name	Position	Address	Phone Number

Give two (2) references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor.

Name	Position	Address	Phone Number

F. PERSONAL INTERESTS

List membership, offices, and honors obtained in:

Community / Church _____

Work/School _____

G. 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 disability.

I hereby certify that the facts set forth in this initial 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 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 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 job.

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 background check. 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 to 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 this time.

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

Signature of Applicant

Date

To complete this application, please attach a copy of transcripts and a copy of teaching certificate(s). This application will be considered incomplete until those documents are submitted. Please return completed application to Grace Christian Academy.