

**Grace Christian Academy Employee Application**

801 E Harrison, Harlingen TX 78550

956-245-6724, 956-533-6575

Full name \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Single\_\_ Engaged\_\_ Married\_\_ Separated\_\_ Divorced\_\_ Re-married\_\_ Widowed\_\_

Spouse's name \_\_\_\_\_ Years married \_\_\_\_\_

Spouse's occupation \_\_\_\_\_

# of children \_\_\_\_\_ their ages \_\_\_\_\_ Will you need childcare? \_\_\_\_\_

Please state the position you are applying for:

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

Will you be enrolling your own children in GCA? \_\_\_\_\_ If not, explain. \_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE & CREDENTIALS**

Please list your degrees & certifications. \_\_\_\_\_

\_\_\_\_\_

Please describe your homeschooling and or teaching experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your strengths in regard to the position you are applying for? (Use the back if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rate yourself: 1= Strongly Disagree, 2=Disagree, 3= Somewhat Agree, 4= Agree, 5= Strongly Agree

I show Jesus to my students and instill Godly character.	
I am organized, efficient and well prepared.	
I have excellent classroom management skills.	
I am able to take instruction from others and adapt.	
Multi-tasking is my middle name.	
I am reliable and follow through on my commitments.	
I am always prompt and on time.	
I create fun, hands on learning opportunities to enhance topics being studied.	
I excel at Homeschooling with variety of curriculum.	
I am energetic and excited about teaching.	
I am an active member of a church body.	
I believe in Matthew 18 scripture approach to conflict resolution.	

**PREVIOUS EMPLOYMENT**

Please provide a resume, or submit the information from your most recent employer.

1. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ How long where you there? \_\_\_\_\_  
 Location \_\_\_\_\_  
 Supervisor’s name and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**PERSONAL REFERENCES**

Provide 3 references who can speak about both your spiritual character and work ethic, who are not family members or relatives.

Name/Relationship to you/Phone Number

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

**STATEMENT OF FAITH**

The principles upon which GCA has founded its mission, vision, policies, and curriculum, and the way in which we expect our staff and students to conduct themselves are founded upon what we believe to be biblical truths. We expect that our staff are participating members of a local church body and reserve the right to question our staff at any time. Please carefully read our Statement of Faith and indicate below your degree of support.

We believe...

- The Bible to be the infallible, inerrant, and complete Word of God and that it is His holy and inspired Word.
- In one God, eternally existing in three persons– Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death on our behalf on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His coming return.
- That we are saved by grace through faith in the power of the Lord Jesus Christ and that it is nothing of ourselves.
- That we are called to make disciples, beginning with our children, that all may have the chance to hear Christ’s message of salvation.

I fully support the Statement as written without reservations.

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

I support the Statement except for \_\_\_\_\_

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

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

Describe your church involvement. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please have your pastor complete the attached pastoral recommendation and return it to: Grace Christian Academy. Tutors will not be hired until pastoral recommendation has been received and reviewed.

**CRIMINAL HISTORY**

If you answer yes to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation:

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer? Yes \_\_\_\_ No \_\_\_\_
2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes \_\_\_\_ No \_\_\_\_
3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct? Yes \_\_\_\_ No \_\_\_\_
4. Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes \_\_\_\_ No \_\_\_\_
5. Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes \_\_\_\_ No \_\_\_\_
6. Have you ever entered a court plea of guilty, a court plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes \_\_\_\_ No \_\_\_\_

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? \_\_\_\_\_

Please explain any issues you feel require further information. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION AND BACKGROUND CHECK AGREEMENT**

I hereby certify that the facts set forth in my application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will only be paid through the day of release.

I authorize Grace Christian Academy to contact the references that I have listed or other individuals that 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 view any references given to the school.

I understand that information I have provided will be used to conduct a criminal background 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 certify that I have carefully read and do understand the above statements.

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Signature of Applicant

Date

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Applicant's Name (Print)

Date

**GCA Pastoral Recommendation**

Applicant Name: \_\_\_\_\_

Please complete the section below and submit this form to your pastor or other church leader who is familiar with your testimony and spiritual development. When submitting this form to your pastor, please include a stamped envelope addressed to:

**Grace Christian Academy P. O. Box 531924 Harlingen, TX 78553**

We can only accept recommendations mailed directly to Grace Christian Academy from the pastor or leader who completed the form.

Church Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

Church Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Church email: \_\_\_\_\_

I am applying for position at GCA. I willingly waive my right to review this recommendation to better enable the person completing this form to do so without reservation. I understand that GCA may contact the pastor or church leader completing this form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**This section to be completed by the pastor or church leader:**

In what capacity have you known this person? \_\_\_\_\_

How long have you know him/her? \_\_\_\_\_ and how close is your relationship?

Name Only     Personal Relationship     Casually     Fairly Well

To your knowledge, has he/she made a personal commitment to Jesus Christ? \_\_\_\_\_

Is this family actively involved in your church? Please explain. \_\_\_\_\_

I recommend this family to GCA:  Enthusiastically     Strongly     With Some Reservation

If you checked With Some Reservation, please explain using the back if necessary.

\_\_\_\_\_  
Print Your Name \_\_\_\_\_ Position \_\_\_\_\_

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