



**GRACE
CHRISTIAN
ACADEMY**

Grace Christian Academy

1200 E. Southern Ave. Tempe, Arizona 85282

Office 480.966.5022 / Fax 480.968.4166

Website: www.GraceChristian.Academy

Email: gca@graceaz.com

Kelvin Inouye, Administrator

STAFF APPLICATION

We appreciate your interest for employment at Grace Christian Academy. Our mission is to partner with families in growing students who live Christ honoring lives and flourish academically. We believe that **Education in Christ is Preparation for Life.**

We look forward to receiving your application. The following checklist will assist you in your application process.

1. Complete/Sign all attached forms. All forms must be submitted before processing begins.

- Application
- Statement of Faith
- Confidential Personal Information
- Confidential Church Reference
- Confidential Supervisor Reference

2. Attach the following additional items.

- Current Resume
- Essay Questions
- Copies of pertinent certificates
- Copy of Arizona Fingerprint Clearance Card

3. Submit all information to the School Office

4. Interview Process

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set _____
- Post Interview - You will be notified in writing of the decision regarding the status of your employment.

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6



STAFF APPLICATION

Application Date: ____/____/____

Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ **Birthday:** Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____ I would also be available to Substitute: Yes No

How long have you lived at the above address? _____

Additional addresses where you have resided at any time during the past two years:

Address _____ City _____ State _____ # years _____

Address _____ City _____ State _____ # years _____

Optional Information: Marital Status _____ Spouse's Name _____

Children's Names and Ages _____

POSITION DESIRED

Full time Part time

Position Applying For _____

How did you learn about the position for which you are applying? _____

Check Skills Computer Microsoft Word Excel Power Point Web Bookkeeping

Other _____

CHURCH

What church do you attend regularly? _____

Member: Yes No # of Years? _____ Denomination _____

Church/Community Involvement: List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

Description _____ Dates _____



EDUCATION

College Major _____ Minor _____

School	Name & Location of School	Dates Attended	# of years	Date of Graduation	Degree / Diploma
Graduate School					
College					
High School					
Other					

ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

1. Provide an explanation of your faith, including how you became a Christian.
2. Why do you wish to work in a Christian School?
3. What constitutes your basic philosophy of Christian early childhood education?
4. Describe your strengths and special interests that might be beneficial as a Christian school employee.



EMPLOYMENT

(Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

2	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

3	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

Permission	Administration may contact the employers listed above unless indicated below.			
	DO NOT CONTACT:			
	1. Employer Name	Reason		
2. Employer Name	Reason			

References	I verify that I have mailed the enclosed recommendation forms to the following references:			
	1. Personal Reference	Phone		
	2. Recent Supervisor	Phone		

Signature	I verify that I have read this application and declare that my answers are true and complete.			
	Printed Name	Date		
	Signature			

Grace Christian Academy does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. Grace Christian Academy is an Equal Opportunity Employer (EOE).



Statement of Faith
“THE APOSTLES CREED”

“I believe in God the Father Almighty, Maker of heaven and earth. I believe in Jesus Christ, His only begotten Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead and buried. He descended into hades. The third day He rose again from the dead. He ascended into heaven, and sitteth at the right hand of God the Father Almighty. From thence He shall come to judge the quick and the dead. I believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen”

DOCTRINAL STATEMENT

1. We believe the Bible to be the inspired, only infallible, authoritative word of God (2 Timothy 3:15-17; 1 Peter 1:23-25; Hebrews 4:12; John 20:31).
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 28:19; 3:16, 17; Luke 1:35; 1 John 5:7; 2 Corinthians 13:14).
3. We believe in the Deity of our Lord Jesus Christ (John 1:1, 2; 10:30; 14:9), in His virgin birth (Matthew 1:23), in His sinless life (Hebrews 4:15), in His miracles (John 2:11; Luke 1:1-4), in His atoning death through His shed blood (Romans 3:23-26; 1 Corinthians 15:3; Colossians 1:14; 1 John 1:7; Hebrews 10), in His bodily resurrection (Matthew 28:6; Romans 1:4; 1 Corinthians 15:4), in His ascension to the right hand of the Father (Luke 24:50,51; Acts 1:9-11; Ephesians 1:20; Colossians 3:1; Hebrews 4:14; 8:1), and in His future personal return in power and glory (Acts 1:11; Titus 2:13).
4. We believe that through the personal acceptance of Jesus Christ by faith a person becomes a Christian (John 1:12; Revelation 3:20) and his relationship with God is restored. The acceptance of Christ assures us that:
 - (A) Christ comes into our life (Revelation 3:20)
 - (B) Our sins are forgiven (Colossians 1:14)
 - (C) We become a child of God (John 1:12)
 - (D) A new life with Christ begins (2 Corinthians 5:17; John 10:10b)
 - (E) We are assured of heaven (John 11:25, 26; 17:3)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a life pleasing to God (1 Corinthians 6:19; Galatians 5:22-23; Ephesians 5:18).
6. We believe in the resurrection of both the Christian and the non-Christian; the Christian to everlasting life; the non-Christian to everlasting loss (John 5:24-29; 1 Corinthians 15:20-28; Revelation 20:11-15).
7. We believe in the spiritual unity of believers in the Lord Jesus Christ (Ephesians 4:4).

Signature	I affirm my personal agreement with Grace Christian Academy’s Statement of Faith.	
	Printed Name _____	Date _____
	Signature _____	



CONFIDENTIAL PERSONAL INFORMATION

This application is to be completed by all applicants for any position (volunteer or compensated) at Grace Christian Academy. It is used to help provide a safe and secure environment for those children and youth who participate in our programs and our facilities.

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____ Soc. Sec. # _____

Phones: Daytime _____ Evening _____ Cell _____

1. Have you ever been investigated for, accused, suspected, indicted, or convicted of any crime involving child abuse, child sexual abuse, attempted sexual abuse of a minor, or any other crime involving children? Yes No

If yes, please explain _____

2. As an adult, have you ever abused or molested a minor in any way, regardless of whether there was any criminal investigation or conviction? Yes No

If yes, please explain _____

3. Have you ever been convicted of a D.U.I. offense? Yes No

If yes, describe all convictions in the past five years _____

4. Has your driver's license ever been revoked or suspended? Yes No

If yes, describe all occurrences in the past five years _____

5. Have you ever been convicted of felony? Yes No

If yes, please explain detail. Use a separate sheet of paper if necessary _____

Signature

I acknowledge that the answers to the above statements are true and complete. If necessary, I authorize Grace Christian Academy to further investigate references, work records, evaluations, education or any other matters related to my suitability for employment. Furthermore, I authorize any references or former employers to disclose to the school any and all employment records, performance reviews, letter, reports and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release Grace Christian Academy, 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 personally view any references given to Grace Christian Academy.

Printed Name _____ Date _____

Signature _____ Soc Sec # _____



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CONFIDENTIAL - CHURCH REFERENCE
 (Pastor, Bible Study Leader, Volunteer Leaders, Etc.)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ Date _____

Street Address _____ Phone _____

City _____ State _____ Zip _____



1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____



4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. _____

Church Name _____

Telephone _____

Printed Name _____

Position _____

Signature _____

Date _____



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CONFIDENTIAL - SUPERVISOR REFERENCE
(Recent Supervisor)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ Date _____

Street Address _____ Phone _____

City _____ State _____ Zip _____



1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Disciplinarian _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____



4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. _____

Employer Name _____

Telephone _____

Printed Name _____

Position _____

Signature _____

Date _____