



**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: info@grace-az.org

Kelvin Inouye, Administrator

SUBSTITUTE TEACHER 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 or Supervisor Reference

2. Attach the following additional items.

- Current Resume
- Copies of pertinent certificates
- Copies of college transcripts (official copies will be required for personnel file at time of employment)
- 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



SUBSTITUTE TEACHER 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 _____

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 _____

SUBSTITUTE PREFERENCE

(Circle all that apply) K 1 2 3 4 5 6-8

Subjects willing to substitute teach for Middle School (6-8):

- Bible Language Arts Science Math / Algebra Social Studies Spanish

Other areas willing to substitute teach for K-8: P.E. Music (Band, Strings, General Music)

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

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 _____



TEACHING CREDENTIALS

Do you have an ACSI teaching certificate? Yes No What level? _____ Valid until _____

Do you have a state teaching certificate? Yes No State? _____ Valid until _____

What type of credential(s) do you hold? _____

Endorsement(s)

List semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack?

EDUCATION

College Major _____ Minor _____

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



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"

Our faith is expressed in "The Apostles' Creed":

"I believe in God, the Father Almighty, Creator of heaven and earth.

I believe in Jesus Christ, His only 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 sits at the right hand of God, the Father Almighty. From there He shall come to judge the living 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

We affirm these truths for our faith and witness:

1. **God.** We believe in one God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit.¹
 - **God the Father.** We believe the Father is spirit, who is holy and righteous, full of compassion, merciful and gracious, forgiving, unchanging, and our final judge.²
 - **God the Son.** We believe Jesus Christ, the one and only Son of God, is fully God and fully human; one person with two natures. We believe in His virgin birth, sinless life, miracles, substitutionary and atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father, and future personal return in power and glory.³
 - **God the Holy Spirit.** We believe in the present ministry of the Spirit of truth who convicts the world of sin, of God's righteousness, and of coming judgment. We believe He indwells the Christian, enabling him to live a life pleasing to God.⁴
2. **Scripture.** We believe the Bible, comprised of 66 books, to be the inspired and only infallible, authoritative Word of God.⁵
3. **Humanity.** We believe man and woman were created in the image of God to be like Him in character, the supreme object of God's creation. We have inherited a sinful nature with a disposition of disobedience which separates us from God and makes us objects of His wrath. We are incapable of saving ourselves and in need of a Savior.⁶
4. **Salvation.** We believe salvation is a gift of His grace received through repentance of sin and our rebellion against Him, and by exercising faith in Jesus Christ as our personal Lord and Savior. We become a child of God with our sins forgiven and with Christ entering our life through the Holy Spirit, giving us new life in Christ, and the assurance of eternal life with Christ.⁷
5. **Church.** We believe all believers in the Lord Jesus Christ are members of the body of Christ, the one true Church universal, and that spiritual unity is to be expressed among all believers with acceptance and love for one another. The local Church is a group of believers, each gifted by the Holy Spirit with spiritual gifts for service to others, who gather as a community of faith for worship, prayer, instruction, encouragement, mutual accountability, and as a witness to the world, making disciples of all nations.⁸

- 6. **Sacraments.** We believe the sacraments of baptism and communion, ordained by Christ, are outward physical symbols of our inward union with Christ. We believe baptism is, as an outward testimony of our belief in Christ, symbolizing our death to sin and being raised to new life in Christ. We believe the sacrament of communion is given to all believers by Jesus Christ in remembrance of His sacrifice for us and to symbolize the new covenant. The elements of bread and fruit of the vine are symbols of Christ's broken body and shed blood.⁹
- 7. **Marriage.** We believe God ordained marriage to be the union of one man and one woman in a covenant relationship where they are committed to each other in steadfast love, devotion and marital fidelity as representatives of Christ's love for His bride, the Church. Sexual intimacy is only acceptable within the covenant relationship of marriage.¹⁰
- 8. **Christ's Second Coming.** We believe in the imminent personal return of Jesus Christ, appointed by God the Father to judge the living and the dead, granting eternal life to those who belong to Jesus Christ and subjecting those outside of Christ to God's eternal wrath.¹¹

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



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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 _____