

26052 Trabuco Road
Lake Forest, CA 92630
949-951-8683



Hire Date _____
Start Date _____
Terminated _____

E-fax: 480-247-4737
www.gracechristianschools.org

ELEMENTARY SUPPORT STAFF EMPLOYMENT APPLICATION

In partnership with parents, Grace Christian School exists to provide a distinctive, biblically-based education in a nurturing environment through which students are instilled with Godly character, inspired to reach their God-given talents and abilities, and prepared for a life of enduring commitment to Christ. GCS expects all its employees to model the same Christian values and lifestyle it seeks to instill in its students.

GCS does not discriminate on the basis of race, color, national and ethnic origin regarding the administration of its education and admission policies, scholarship, athletic or other school-administered programs.

PERSONAL INFORMATION

Date: _____ Position applying for: _____ Hours/Days Available: _____

Name _____ Phone _____ / _____
First Middle Last Home Cell

Address _____ E-mail Address _____

Sex: M/F Marital Status: S M D W No. of children: _____
(Circle) (Circle)

Date of Last TB Test: _____ Date of Last Physical: _____
Month/Day/Year Month/Day/Year

Have you ever been convicted of a crime, other than a traffic violation? Yes No If "Yes," please explain:

PERSONAL QUALIFICATIONS

Attach copy of transcripts/degree(s).

High School _____ Year of Graduation _____
Name City/State

College _____
Name City/State

Degree: AA _____ BS _____ BA _____ ECE Certificate _____

Course Work in CD/ECE: _____ CPR/First Aid Certified: _____
_____ Yes No
Expiration Date: _____

EXPERIENCE

Begin with most recent experience. Attach letter(s) of recommendation.

Employer _____ Location/Phone No. _____ Position _____ Dates: From _____ To _____

Last position? _____ Salary? _____ Reason for leaving? _____

May we contact your present employer? Yes No

Supervisor's Name: _____ Title: _____ Phone No. _____

REFERENCES

List references

to your character and dependability. Do not list family members or relatives.

who can testify

Name	Address (including Zip Code)	Phone
Pastor		
Professional		
Other		

SPECIAL GIFTS AND ABILITIES

Do you play _____ the piano?__
Another instrument?_____

Circle any of the following for which you have special training, experience or interest:

- | | | | | | | |
|-------|---------|--------------------|-------------|------------|------------------|----------|
| Art | Music | Physical Education | Spanish | Science | Write Curriculum | Computer |
| Dance | Library | Story Telling | Chalk Talks | Penmanship | School Programs | |

Please list activities or sports you would be capable of and willing to direct, sponsor, advise or coach (indicate age/grade level and ability levels):_____

All employees are expected to be a born-again believer and a member of a local Evangelical Church.

How long have you known Christ as your Lord and Savior?_____

Briefly give your Christian testimony:_____

Do you believe the Bible to be the inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth? Yes No

What church do you attend?_____ Pastor's Name:_____

Are you active in your church? Yes No If "Yes," in what capacity?_____

Why do you desire a position in a Christian school?_____

What are the main characteristics that distinguish a Christian school from a public school?_____

Please write your personal philosophy on working in a Christian school._____

CHRISTIAN BACKGROUND

Name	Address (including Zip Code)	Phone
Pastor		
Professional		
Other		

STATEMENT OF FAITH
GRACE COMMUNITY CHURCH
Grace Christian Schools

The Scriptures

The Bible, containing the scriptures of the Old and New Testament, comprising sixty-six books, is the written Word of God, supernaturally inspired by the Spirit of God, inerrant in the original manuscripts, and infallible in its teaching. It is the divine authority for every person in every age.

God and the Holy Trinity

There is one God, Who is a sovereign Spirit, eternally existent in three persons: Father, Son, and Holy Spirit. These three persons are one in substance and equal in power and glory.

The Lord Jesus Christ

God the Father, out of love for man, sent Jesus Christ into the world for man's salvation. Jesus Christ in the flesh was both God and man. He was conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life, worked miracles, and taught the perfect truth of God. He died as a sacrifice upon the cross, atoning for man's sin through His shed blood. He was raised from the dead bodily on the third day, ascended to the right hand of the Father, where He is head of the church and intercedes for believers and is returning again bodily in power and glory.

The Holy Spirit

The Holy Spirit convicts men of sin and calls them to faith. He baptizes and seals all believers at the moment of their salvation, and sanctifies them as they grow in grace. He equips the saints with His gifts, bears His fruit in their lives, comforts, and leads them into all the truth.

Mankind

All men are created in the image of God, but all have sinned and fallen short of the glory of God. Man is alienated from God by his sin and stands in need of redemption in Jesus Christ.

Salvation

Man's redemption, and reconciliation with God, occur as an act of God's grace and are entirely apart from the good works of any human being. Salvation comes through personal faith in the Lord Jesus Christ as Savior and results in man's justification before God. God's people are chosen from the foundation of the world, and they are eternally secure. In his salvation, man receives forgiveness of sins, the impartation of a new nature, and the assured hope of eternal life.

The Church

The universal church is made up of all true believers in Jesus Christ, those in every time and place who have been regenerated by the spirit of God. In its parts, the church consists of individuals and groupings of Christians who have fellowship as the body of Christ. The purpose of the church is to glorify God. This is accomplished primarily through the preaching of the gospel of Jesus Christ to the end that men might be saved through repentance and faith and through preaching and teaching to edify the saints. It is accomplished secondarily through good works, which represent the love and mercy of God.

_____ I fully support the Statement of Faith as written without reservations.

_____ I support the Statement of Faith except for the area(s) listed and explained below.

Applicant's Signature _____ **Date** _____

MISSION STATEMENT AND CORE VALUES

Grace Christian Elementary School endeavors to help children develop and mature in a positive, Christ-centered environment that integrates faith and learning by emphasizing biblical training and academic excellence. GCS is committed to providing a Christ-centered education integrating spiritual, academic, social, physical, and emotional training, leading to a life of commitment and service to God.

As a Christian school, we are dedicated to establishing a Godly environment where the Bible, as the Word of God, is actively integrated into all aspects of school life (Matthew 6:33). Each student will be challenged to live his or her life according to God’s principles and purposes (Jeremiah 9:23-24). As a non-denominational school, we seek to serve individual families throughout our community who share our biblical orientation and appreciate our particular philosophy of education and discipline (Deuteronomy 6:2-7).

We want our students to encounter the educational process in an environment that assures security, positive self-worth and mutual respect. Our classrooms are controlled with loving discipline that is applied by qualified and dedicated Christian teachers.

EMPLOYMENT POLICY

I understand that GCS does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this 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 during an phase of the hiring process may prevent me from being hired or if hired, may subject me to immediate dismissal.

I authorize GCS to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by GCS such as employment records, performance reviews, and personal references. I release any person, organization or company for liability or damage which may result from furnishing the information requested.

I further certify that I have carefully read and do understand the above Mission Statement and Core Values and Employment Policies.

_____ I fully support the policies as written without reservations.

_____ I fully support the policies except for the area(s) listed and explained as follows_____

Applicant’s Signature_____

Date_____

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee at GCS, I _____ recognize, understand, and agree to live by the Christian moral standards of the school.

Grace Christian Schools is a religious, non-profit organization representing Jesus Christ throughout the local community. Grace Christian Schools requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9-10; I Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Grace Community Church and Grace Christian Schools, as a ministry of the church, has a Statement of Faith that expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). Grace Christian Schools believes that biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-23).

Grace Christian Schools' employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Grace Christian Schools that each employee will have a lifestyle where "...He might have the pre-eminence." (Col. 1:18).

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's Signature _____ **Date** _____

Administrator's signature after discussion with applicant _____

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." Hebrews 13:4 The Message

"A pupil is not superior to his teacher, but every one (when he is) completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher." Luke 6:40 The Amplified Bible