

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



Hire Date \_\_\_\_\_  
Start Date \_\_\_\_\_  
Terminated \_\_\_\_\_

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

### OFFICE STAFF APPLICATION

In partnership with parents, Grace Christian Schools (GCS) exists to provide a distinctive, biblically-based developmental education in a nurturing environment through which children are instilled with Godly character. 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 \_\_\_\_\_  
Street City Zip

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

High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_

College \_\_\_\_\_  
Degree: AA \_\_\_\_\_ BS \_\_\_\_\_ BA \_\_\_\_\_ ECE Certificate \_\_\_\_\_  
Date Date Date City/State Date

CPR/First Aid Certified:  Yes  No Expiration Date: \_\_\_\_\_

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

Employer \_\_\_\_\_ Location/Phone No. \_\_\_\_\_ Position \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

#### EXPERIENCE

Last position? \_\_\_\_\_ Salary? \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

#### REFERENCES

May we contact your present employer?  Yes  No

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

List references who can testify to your character and dependability. Do not list family members or relatives.

Name \_\_\_\_\_ Address (including Zip Code) \_\_\_\_\_ Phone \_\_\_\_\_

Professional \_\_\_\_\_

Other \_\_\_\_\_

**REFERENCES**

List references who can testify to your character and dependability. Do not list family members or relatives.

| Name         | Address (including Zip Code) | Phone |
|--------------|------------------------------|-------|
| Professional |                              |       |
| Other        |                              |       |
|              |                              |       |

All employees are born-again member of a local

**CHRISTIAN BACKGROUND**

expected to be a believer and a Evangelical

Church.

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

Briefly give your Christian testimony: \_\_\_\_\_

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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? \_\_\_\_\_

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

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Please write your personal philosophy on teaching in a Christian school? \_\_\_\_\_

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List references who can testify to your character and teaching ability. Do not list family members or relatives.

Do you play the piano? \_\_\_\_\_ Another instrument? \_\_\_\_\_

Circle any of which you training, interest:

**SPECIAL GIFTS AND ABILITIES**

the following for have special experience or

- |       |         |                   |          |         |                  |
|-------|---------|-------------------|----------|---------|------------------|
| Art   | Music   | Motor Development | Spanish  | Science | Write Curriculum |
| Dance | Library | Story Telling     | Computer |         |                  |

Please list activities or sports you would be capable of and willing to direct, sponsor, advise or coach: \_\_\_\_\_

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**GRACE COMMUNITY CHURCH OF SADDLEBACK VALLEY**  
**Statement of Faith with Scripture References**

**Grace Christian Schools Personnel Copy**

**1. The Scriptures**

The Bible, containing the scriptures of the Old and New Testaments, comprising sixty-six books, is the written word of God. It is 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 (Mark 12:26, 36, 13:11, Luke 24:27, 44, John 5:39, Acts 17:2-3, 18:28, 26:22-23, 28:23, Rom. 15:4, 1 Cor. 2:13, 10:11, 2 Tim. 3:16, 2 Pet. 1:21, 3:16).

**2. God and the Holy Trinity**

There is one God, who is 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 (Matt. 28:18-19, Mark 12:29, John 1:14, Acts 5:3-4, 2 Cor. 13:14, Heb. 1:1-3, Rev. 1:4-6).

**3. 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 (Luke 1:30-35, John 1:18, 29, 3:16, 14:1-3, Acts 2:22-24, Rom. 3:25-26, 1 Cor. 15:51-52, 2 Cor. 5:14, Heb. 4:15, 10:5-14, 1 Thess. 4:13-18, Titus 2:11-14, 1 Pet. 3:18).

**4. 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 truth (John 16:7-11, 13, Rom. 8:9, 1 Cor. 12:7, 13, Eph. 1:13-14, 4:30, 5:18, 1 John 2:20-27).

**5. 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 (Gen. 1:26, 2:17, 6:5, Ps. 14:1-3, 51:5, Jer. 17:9, Rom. 3:23, 8:6-7, Eph. 2:1-2, 1 John 3:8).

**6. 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 (John 3:7-18, 6:44, 65, 10:28-30, 14:6, Rom. 1:16-17, 3:19, 28, 5:6-9, 2 Cor. 5:17, 21, Gal 2:16, 5:4, 6, Eph. 1:4-7, 2:8-9, Titus 3:5).

**7. 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 (Matt. 16:16-28, Acts 2:42-47, Rom. 10:17, 12:5, 1 Cor. 12:12-14, 27, Eph. 1:20-23, 2:10, 3:10-11, 20-21, 4:11-12, Col. 3:14-15).

Scripture references prepared by Michael Goacher  
02/07/09

\_\_\_\_\_ 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 as follows:

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Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MISSION STATEMENT AND CORE VALUES**

Grace Christian Preschool’s mission is to partner with the family to introduce God’s plan for their child and inspire a love for learning. A developmental approach is used to teach the whole child (spiritual, physical, emotional, social and cognitive) in preparation for Kindergarten and life.

Partner with families to introduce God’s plan and teach Jesus’ love for the children, encouraging His values and character in their lives. Partner with families by providing opportunities and resources to increase their knowledge of child development and parenting skills. Provide children with a safe, loving, and nurturing environment where children can experience success and failure. Provide opportunities for each child to build self-worth and confidence. Provide opportunities where children can interact with peers and adults outside the family unit. Provide children with developmentally age-appropriate curriculum and emergent activities which encompass all areas of the child’s development.

**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 \_\_\_\_\_

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**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 Bible*

*"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*