



GCA STAFFPOSITION APPLICATION

Your interest in **Grace Christian Academy** is appreciated. We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, really love children, and, by the pattern of their lives, are Christian role models (Luke 6:40).

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present Address _____

How long have you lived at this address? ____ Email address _____@_____

Phone: Day (____) _____ Evening (____) _____

Best time to call you? _____ Social Security # ____/____/____

Permanent Address and Phone number if different than present address

B. POSITION DESIRED

1) _____

2) _____

3) _____

Full time ____ Part time ____ Substitute ____

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

C. CHRISTIAN BACKGROUND

On the back, briefly handwrite your Christian testimony.

Have you read and do you agree with our Mission Statement, Vision Statement, Statement of Faith, Goals/ Objectives, School Philosophy, Lifestyle Statement, History of GCA, Professional Standards, and On the Job expectations? Yes ____ No ____ Comments _____

What is your local church name/affiliation? _____

Are you presently a member in good standing? _____ Years? _____

D. PROFESSIONAL QUALIFICATIONS

<u>Degree</u>	<u>Date Received</u>	<u>Institution</u>	<u>Major(s)</u>
---------------	----------------------	--------------------	-----------------

Sequentially list your teaching or professional experience with the most recent:

School's Name Grades or Subjects Dates

SKILLS: (Include typing speed, software programs used, etc.)

Professional Training:

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? _____

If you have answered yes to any of the above questions, please explain in detail. (If necessary, please use the back.)

CHRISTIAN EXPERIENCE

Spiritual Preparation:

Briefly relate your conversion experience in accepting Jesus Christ as your personal Savior, and describe your present walk with Him. (If necessary, please use the back.)

E. EMPLOYMENT HISTORY (unless included on attached Resume)

List your current or most recent employer for the past ten years.

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

F. PERSONAL/PROFESSIONAL REFERENCES (unless included on attached Resume)

Please identify individuals who are in a position to confirm and/or reinforce the information in this application.

List your current pastor first as Personal reference.

Name _____ Title _____
Address _____
Phone () - _____ Business Phone () - _____

Name _____ Title _____
Address _____
Phone () - _____ Business Phone () - _____

Name _____ Title _____
Address _____
Phone () - _____ Business Phone () - _____

Give three references qualified to speak of your Professional training and experience.

List your current or most recent principal or supervisor first.

Name _____ Title _____
Address _____
Phone () - _____ Business Phone () - _____

Name _____ Title _____
Address _____
Phone () - _____ Business Phone () - _____

Name _____ Title _____
Address _____

Phone (____) _____ - _____

Business Phone (____) _____ - _____

General Background

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? _____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? _____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? _____

Are you subject to any visa or immigration status that would prevent lawful employment? _____

If you have answered yes to any of the above questions, please explain in detail. (If necessary, please use the back.)

Provide a copy of your PA State Police Criminal Background Check (ACT 34), Child Abuse History Clearance (ACT 151), Cogent Fingerprint, and Child Abuse Recognizing and Reporting (ACT 126).

Essay

Please share your thoughts on the following:

1. The most outstanding qualities of an Effective Leadership.
2. Your philosophy on Student Discipline.
3. The importance on Professional Development.
4. What qualities you possess that will enhance our staff.

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Grace Christian Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial 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 be paid and receive benefits only through the day of release.

I authorize **Grace Christian Academy** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **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 ever personally view any references given to **Grace Christian Academy**.

Since I will be working with children, I understand that I must submit a Child Abuse Report and Criminal Check Report. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **Grace Christian Academy** to maintain a current file on these records. I understand that if I am offered a position and I have a record of one or more offenses on either the Child Abuse Report, Criminal Check Report, or Fingerprint check upon return of those reports, I will forfeit that teaching, staff, or any other position for which NRCS provides.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

I have been given a copy and agree with the Mission Statement, Vision Statement, Statement of Faith, Goals/Objectives, School Philosophy, Lifestyle Statement, History of NRCS, Professional Standards, and On the Job expectations. If at any time I breach any of the above listed items, I agree to terminate my employment with North Rome Christian School.

Signature of Applicant

_____/_____/_____
Date

H. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as _____ with **Grace Christian Academy**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **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 ever personally view any references given to **Grace Christian Academy**.

I certify that I have carefully read and do understand the above statements.

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

_____/_____/_____
Date

GRACE CHRISTIAN ACADEMY (Previously North Rome Christian School)

The mission of Grace Christian Academy is to provide a unique Christ-centered education that prepares young people to impact their world for Jesus.

Grace Christian Academy views Christian education as placing God at the center of all academics and activities. Knowing Jesus Christ as personal Savior and Lord is essential to life, and therefore, seeks to present Him in every program. (Col. 1:9) It is extremely important that we train the entire student – mental, social, physical, spiritual, and intellectual. We want to develop a specific set of Biblical truths and principles by which students lives will be shaped, as well as creating in students the ability and desire all that is around them in light of these scriptural truths.

The Bible has the primary place in the curriculum at NRCS. This integration of sacred text with academic disciplines is necessary for the total development of the student.

HISTORY

In 1982, a small group of parents, led by Pastor Carroll Brentlinger of the North Rome Wesleyan Church and Pastor Larry Burke of the Herrickville Wesleyan Church, gathered together with the shared conviction that God wanted to raise up a school where children and young people would be educated in “the fear of the Lord.” Throughout the year, these visionary pastors and parents gathered weekly to pray for God’s direction and seek His provision in making Christ-centered education a possibility in the North Rome area. Many late nights were spent at the home of Dr. Donn and Tina Laudermilch, along with hours around the parsonage table at the Burke’s residence. Decisions from the school’s statement of faith, curriculum, tuition and salary, schedules, dress code, school name and location, etc., were decided at this level.

When the North Rome Wesleyan Church completed a new sanctuary and gymnasium, it became the vision of Pastor Brentlinger and Pastor Burke to see a Christian School in these facilities. However, their vision was not shared by some of the parishioners, many of whom were concerned about the financial cost of a school, since the church had just acquired a hefty mortgage on the new building. Meetings were held, and eventually, it came time for the church membership to vote on whether or not they would begin a Christian school. That first night in early June of 1983, a NO vote was given and it looked as if there would not be a school that year. Yet, the group continued to pray and look for God’s direction and will for the school.

God was working in the heart of one of the church members who had voted NO. The Wesleyan Discipline allowed for a member who had voted NO to bring the item up for the membership to vote again. At the request of church member, Shirley Rockwell, a second meeting was held. Through much prayer, the school committee presented to the membership a proposal that would allow the school to operate in the building on a cost-sharing basis. North Rome Christian School would be a separate organization, establish its own board, take responsibility for its own finances, and be a separate ministry from the church. The only stipulation at that time was that all school board members must be from a Wesleyan church. The vote was YES!

The summer of 1983 became a whirlwind of decisions and activities. Finally, a board was chosen, Miss Lori Blue (now Mrs. Brelsford) was the first teacher hired, and a school was born. Miss Blue bravely took on the responsibility of teaching 14 students in grades K – 4 in one room and each board member committed to absorb \$1,000 of debt should the school close in the red. Parents took on the role of classroom aides, tutoring, lunch and recess monitors, and all electives; art, music, gym, and chapel. The value of parent involvement was instrumental from the beginning of the school’s history and continues to this day.

The school grew in the ensuing years. Teachers were added, grades were expanded, and for many years NRCS operated as a K–8 school. After praying and many more meetings, ninth grade was added on in 1995, with an additional grade added the following year. NRCS graduated its first group of seniors in 1999 and was officially a K–12 educational institution.

MISSION STATEMENT

The mission statement of the Grace Christian Academy is to reinforce Christian family values and provide outstanding educational programs that prepare students to excel academically and motivate them to develop a Christian lifestyle that results in service to God and mankind.

VISION STATEMENT

Striving to attain excellence in education and Christlikeness

STATEMENT OF FAITH

Grace Christian Academy subscribes to the Statement of Faith of the Association of Christian Schools International as printed below.

We believe the Bible to be the inspired, the ONLY infallible authoritative, inerrant Word of God. (I Timothy 3:15, II Peter 1:21)

We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 26:19, John 10:30)

We believe in the deity of Christ. (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Rev. 19:11)

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace through faith alone we are saved. (John 3: 16-19, John 5:24, Romans 3:23, Romans 5: 28-29)

We believe in the resurrection of both the saved and the lost; they are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28-29)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8: 9, I Corinthians 12: 12-13, Galatians 3: 26-28)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8: 13-14, I Corinthians 3: 16, I Corinthians 6: 19-20, Ephesians 4: 30, 5: 18)

We believe that God wonderfully and immutable creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture (Gen. 2:18-25)

Please carefully read our Statement of Faith and indicate below your degree of support.

_____ I fully support the statement as written without mental reservations.

_____ Date _____ / _____ / _____
Applicant Signature

DECLARATION OF MORAL INTEGRITY FORM

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inoculate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school. I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g. premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

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.

_____ I fully support the above written Declaration of Moral Integrity as written without mental reservations.

_____/_____/_____
Date

Signature of Applicant

CHRISTIAN CONCILIATION AND ARBITRATION AGREEMENT

The parties to this agreement are Christian and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23,24 and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute of the school relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation in Billings, MT (406-256-1583) shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy of any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

_____ I fully support the above written agreement as written without mental reservations.

_____/_____/_____
Date

Signature of Applicant

PURPOSE

The primary purpose of our school is to train the student in the Christian way of life and to give the student a good general education in the light of the principles of God's Word.

GOAL

The goal of Grace Christian Academy is to help students to develop into whole persons having the characteristics modeled by Jesus Christ, who grew in wisdom, in stature, in favor with God, and in favor with man. (Luke 2:52).

OBJECTIVES

Intellectual - I Cor. 11:7; 2 Tim. 2:15; Luke 2:52; Deut. 6:4-9

1. We seek to provide our children's growth in knowledge and related skills:

- a. By offering a program of study appropriate for each grade level to enable students to acquire proficiency in the fundamental communication process of reading, writing, speaking, listening, understanding, and critical thinking.
- b. By teaching for an understanding of and appreciation for the sciences, mathematics, and technology and their appropriate uses.
- c. By guiding students to integrate discovered truth and revealed truth.
- d. By helping students to apply themselves to disciplined study, wholesome activities and responsibilities.
- e. By guiding students to a fuller knowledge and appreciation of the Bible as the source of all truth.
- f. By emphasizing the wise use and conservation of natural resources.

Physical Growth - I Cor. 6:19; I Tim. 4:8; Prov. 4:20-22; John 9:1-3

2. We seek to help students gain self-understanding and respect:

- a. By emphasizing the unique worth of each individual created in the image of God.
- b. By encouraging acceptable expressions of emotions and the exercising of Christian graces.
- c. By teaching the significance of the family and the meaning and value of the various stages of life.
- d. By promoting good health and hygienic practices and appreciation of the body as the temple of God.
- e. By giving moral training through example, teaching and provision of opportunities for decision making.
- f. By providing opportunities for students to explore and develop gifts of creative expression and wholesome personal interests.

g. By sharing knowledge and appreciation for our history as people of God.

Spiritual - 2 Tim. 3:16-17; Rom. 3:23; Rom. 6:23; John 3:3; Acts 17:31

3. We seek to nurture students in Christian faith:

- a. By teaching student's principles of the Christian faith at appropriate grade levels.
- b. By emphasizing the value and need of a personal faith in God, trust in Christ as Savior and obedience to the Holy Spirit.
- c. By integrating Christ and Scripture with other learning and group or personal experiences.
- d. By emphasizing the importance of both believing and practicing the Word of God.
- e. By helping students see the needs of humanity and how these relate to the Christian faith and call to Christian service and mission.
- f. By providing opportunities for fellowship, obedience and sharing through which the Holy Spirit can operate freely within the school as a Christian community.

Social - Matt. 5:13-16; Psalm 133:1-3; I John 1:7

4. We seek to develop in student's social awareness and involvement in:

- a. By providing a social atmosphere within the school that is accepting and supporting of each individual.
- b. By promoting responsible citizenship and appropriate responses to the varied forms of authority in life.
- c. By emphasizing respect for the rights and opinions of others.
- d. By fostering an appreciation for our nation and government, with the understanding that national, cultural and racial barriers cease to exist in Christ.
- e. By encouraging responsible participation in the larger Christian community, including family, school, church, and other appropriate community organizations.
- f. By helping students understand and practice stewardship in all areas of life.
- g. By placing primary emphasis on cooperative ventures and experiences rather than on competition.
- h. By acquainting students with the world wide mission of the church.

Emotional - Col. 4:5; Gal. 5:22-23

5. We desire to enhance understanding of each person's individuality:

- a. The student will learn to apply Biblical principles in handling failure, success, stress, and emotions.
- b. The student will know that each individual is a unique person of worth because each is a special creation of God and a recipient of His love.
- c. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image.

SCHOOL PHILOSOPHY

- The fear of the Lord is the beginning of knowledge (Proverbs 9:10) and all knowledge has its foundation in the ultimate standard of truth, the Bible.
- Children are an inheritance from the Lord (Psalm 127:3) and actually belong to God, as do all good things that God gives His people. Children are a trust placed in the parent's care to bring up in the discipline and admonition of the Lord (Ephesians 6:4).
- God as creator and sustainer of this universe created man in His own image. But because of Adam's disobedience, man inherited a sinful nature, and when left to himself, he will not naturally do what is right.
- Our goal is to teach children academically and spiritually through our curriculum. Children, therefore need to be taught. We know what a child needs educationally and their needs in order to build character. We determine the curriculum and set the standards; there are indeed absolutes that need to be taught.
- God has revealed Himself in a general way in His world and universe, and in a specific way in the Bible. By faith in God's Son Jesus Christ, man's soul is regenerated and brought back into fellowship with God.
- The Christian school should provide an atmosphere for knowing Christ personally, for nurturing Christian growth, and for encouraging a commitment to Christian service.
- We believe discipline is Scriptural. Children need discipline; it gives them security within bounds. Parents appreciate discipline, and a teacher's efficiency is greatly increased by good discipline in the classroom.
- We believe that children need to learn to honor and respect parents and others in authority, that a man's word is bond, that they should be proud of America, and that the free enterprise system is still the best system.
- The child's home, church, and school experience and training should complement each other in promoting academic, spiritual, physical and social growth and should be preparation for life: a life of dependence upon and fellowship with God and service to man.

LIFESTYLE STATEMENT

Grace Christian Academy (GCA) is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian community. GCA requires its employees to be born-again Christians (believers in Jesus Christ) and living their lives as Christian role models, (24/7/365) (Romans 10:9-10; I Timothy 4:12). 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.

Moral misconduct, including but not limited to homosexuality, heterosexuality, sexual orientation, gender expression, or identity, or living together outside of marriage, as defined by scripture, violates the bona fide occupational requirement of employees being Christian role models (24/7/365). Employees acknowledge that

the unique roles of male and female relationships are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

Personnel 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. There are additional grounds whereby an employee may be dismissed from GCA. It is the goal of GCA that each employee have a lifestyle where “[Jesus] might have the pre-eminence” (Colossians 1:18).

PROFESSIONAL STANDARDS

Many things are not stated as “rules” but are expected from all faculty. The following is to serve as a reminder of naturally expected goals of professional GCA faculty members:

1. Close personal walk with Jesus Christ
2. Sensitivity to spiritual needs of the students
3. Consistent prayer life
4. Loving concern for needs of Staff
5. Professional growth: Spiritual/academic
6. Strive for great attendance
7. Involvement in activities beyond the classroom
8. Represent the school well in public
9. Keep parents informed about child
10. Keep sensitive information confidential
11. Participate in faculty devotions
12. Handle problems properly (Matthew 18)
13. Pleasant to others
14. No murmuring or gossiping
15. On time to meetings/activities
16. Keep your word
17. Willing to accept reproof
18. Good classroom discipline
19. A forgiving spirit
20. Follow school policies
21. Involvement in a local church
22. Strive for excellence
23. Sound judgment

ON THE JOB

Each staff person employed at Grace Christian Academy represents the School to the parents, children, visitors, friends, and friends. Impressions are formed by how employees conduct themselves. For this reason, each employee should be courteous and considerate, wear clean clothing, have well-groomed hair, and take pride in his/her appearance. The employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her for instruction and the colleagues they work with, and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.

Employees are encouraged to learn as much as possible about Grace Christian Academy so that they can accurately reflect its aims and activities. If there are questions about GCA, please do not hesitate to ask the Administrator.