



13000 Zekiah Drive  
Waldorf, Maryland 20601  
(301) 645-0406 • Fax: (301) 645-7463  
www.graceknights.org

## APPLICATION for EMPLOYMENT

### PERSONAL INFORMATION

Full Name:		Date:	
Address:			
Social Security Number:		Email:	
Cell Phone:	Home Phone:	Work Phone:	
Applying for:		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
		<input type="checkbox"/> Temporary	<input type="checkbox"/> Substitute
Referred by:			
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, explain:			
Your Church, Pastor's Name, email, and Church Address:			
Answer to these personal questions will not necessarily influence our employment decision. Each question will be judge on its own merits with respect to time, circumstances and seriousness.			

### EDUCATION

High School: Name and Address	From	To	Curriculum	Date Graduated		
Colleges: Name and Address	From	To	Major	Minor	Degree/Credit	Date
List any degrees, honorariums, and any special courses or training that you wish to have recognized in consideration of your qualifications for this position. List date received.						

**EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

Date From:	Date To:	Employer :
Address:		
Supervisor's Name:	Phone Number:	
	Email:	
Job Title and Duties:		
Reason For Leaving:		

**REFERENCES**

Please include those persons who are familiar with your occupational background and abilities.

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

Name and Title:	Relationship to you:	Work Phone:
Address:		
Home Phone:	Cell Phone:	Email:

**STATEMENT OF FAITH**

1. Have you personally received Jesus Christ as your Savior?  Yes  No

2. Give a brief testimony of your relationship with the Lord.

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3. I have read the Statement of Faith of Grace Christian Academy of Maryland.

Yes  No  I wish to discuss

4. I wholeheartedly embrace the articles of faith outlined in the Statement of Faith.

Yes  No  I wish to discuss

We are convinced that a person teaches more by what he is than what he does. Therefore, we are careful in the selection of staff members for Grace Christian Academy of Maryland. When we have several applicants for the same job, the one who possesses most of the following qualities will be selected. Also, since the school is an outreach ministry of Grace Church, priority will be given to members and faithful attendants of Grace Church.

**SPIRITUAL LIFE**

1. A born-again Christian who has a vital living relationship with God through faith in Jesus Christ.
2. A Mature Christian demonstrating the fruits of the Spirit: love, joy, peace, long-suffering, goodness, faithfulness, meekness and temperance.
3. One who believes that the Bible is the Word of God and who ascribes to the Statement of Faith in the Staff Manual.
4. One who is faithful in attendance at a Bible-teaching, Christ-honoring church. Staff members are asked to be under at least one of the teaching ministries at Grace Church's pastoral staff, either Sunday morning or evening, Wednesday night prayer time. In this way, our pastors have some input into the spiritual training of the staff and the school children.
5. One who ministers to others in Christian love and who practices encouragement of the Brethren.
6. One who has a real concern for souls, who will seek to lead students to Christ and encourage them in their faith, and who has an active, meaningful prayer life.

**PERSONAL LIFE**

1. One whose life demonstrates emotional stability and a healthy self-image.
2. One who does not use illicit drugs.
3. One who does not use alcohol or tobacco.
4. One who lives an upright moral life.
5. One whose dress is modest and neat.
6. One who speaks with gentle firmness.
7. One who does not complain, gossip or use profanity.

**PROFESSIONAL LIFE**

1. One who cooperates with and supports the administration of the School/Church.
2. One who has a team spirit and is able to inspire and motivate co-workers.
3. One who accepts advice and correction and acts on it.
4. One who is a hard worker; a person of dedication and integrity.
5. One who is interested in professional growth and development and encourages others to growth.
6. One who has an outgoing personality and is able to communicate in positive, definitive ways.
7. All workers must be able to meet GCA/Grace Church qualifications and requirements for their position.
8. All workers must meet Maryland State requirements prior to assuming the responsibilities of their position.
9. All classroom support staff must be able to control the children to have an orderly and well-disciplined classroom.

I agree to abide by the standards for employees as named in the GCA/Grace Church's Qualifications for Staff.

Yes       No       I wish to discuss

**APPLICANT’S STATEMENT**

I certify that all statements made by me on this form are true and correct. I understand that if employed, any false statement on this application can be considered cause for dismissal. In addition, I authorize Grace Christian Academy of Maryland to seek information from the reference sources and to investigate all statements contained in this application as may be necessary to arrive at an employment decision.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

Under Maryland Law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.00.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have completed an application for a position as a \_\_\_\_\_ with **Grace Christian Academy of Maryland**. 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 of Maryland**, 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 of Maryland**.

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 \_\_\_\_\_