



13000 Zekiah Drive  
Waldorf, Maryland 20601  
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www.graceknights.org

## INITIAL TEACHER APPLICATION

Your interest in **Grace Christian Academy of Maryland** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

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

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His Perfect will in the lives of all applicants.

### APPLICANT'S NAME and ADDRESS

Full Name:		Birth Date:
Application Date:	Date Available:	Social Security Number:
Present Address:		
How long have you lived at the above address?	Email:	
Day Phone:	Evening Phone:	
Best time(s) to call you:		
Permanent address and phone number if different than present address:		

**Please list any additional addresses where you have resided at any time during the past five (5) years:**

Dates: from _____ to _____ Address:
Dates: from _____ to _____ Address:
Dates: from _____ to _____ Address:
Dates: from _____ to _____ Address:

## POSITION DESIRED

Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice in the space provided. Then to the right of each level, please indicate the grade or subject in order of preference.

Choice:	Preschool:
Choice:	Kindergarten:
Choice:	Elementary:
Choice:	Middle School:
Choice:	High School:

Full Time    Part Time    Substitute

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

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### **A. SPECIAL ABILITIES**

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

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### **B. FUTURE PLANS**

What would you like to be doing five (5) years from now?

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## CHRISTIAN BACKGROUND

In a separate document, briefly give your Christian testimony.

### A. BIBLE

1. Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes    No   Signature: \_\_\_\_\_

### B. STATEMENT OF FAITH (Please carefully read our Statement of Faith and indicate below your degree of support).

1. I fully support the Statement as written without mental reservations.

Signature: \_\_\_\_\_

2. I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: \_\_\_\_\_

### C. CHURCH/DENOMINATIONAL PREFERENCE?

1. What is your local church affiliation? \_\_\_\_\_

2. Are you presently a member in good standing?    Yes    No

3. What church activities are you involved in and with what degree of regularity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What other Christian service have you done since becoming a Christian?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is your attitude towards working with those of other denominational beliefs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. DEVOTIONAL LIFE**

1. Describe your routine of personal Bible study and prayer.

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2. What books have you read recently that have helped you spiritually?

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**PROFESSIONAL QUALIFICATIONS**

*Please attach photocopies* of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.

**A. FORMAL TRAINING**

DEGREE	DATE RECEIVED	ISSUING INSTITUTION	MAJOR	MINOR

What courses/continuing education classes have you taken that are not included in the above table?

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**B. TEACHING EXPERIENCE**

1. Sequentially list your teaching experience with the most recent first.

School's Name	Grades or Subjects	Dates

2. To what degree are you familiar with various Christian or secular curriculums (i.e. ABeka, Bob Jones, Lifeway, Houghton Mifflin, etc.?)

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Curriculum preferences? \_\_\_\_\_

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3. List any other educational advantages that you have had, including opportunities for travel.

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4. List any books or articles that you have read recently that have helped you grow professionally?

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**C. TEACHING CREDENTIALS**

1. Do you have an ACSI Teaching Certificate?  Yes  No

If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Endorsement(s) \_\_\_\_\_ List semester hours in endorsement area(s) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

*Please attach photocopies of any certificates.*

**D. Christian Education**

1. Have you had any courses in the Christian Philosophy of Education? If so, where and when?

\_\_\_\_\_  
\_\_\_\_\_

If not, would you be willing to take such a course by correspondence or otherwise?

Yes  No

*Please attach a typed copy of your personal Christian Philosophy of Education.*

2. Have you had other courses giving specific training for Christian day schools?  Yes  No

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List any conferences or seminars which you have led or participated in the past.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe how teacher evaluation has been helpful to you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PERSONAL PHILOSOPHY**

In a separate document, please label and succinctly answer in one or two paragraphs each of the questions below.

### **SHORT ESSAYS**

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline? Your attitude toward physical punishment?
5. What areas do you feel are your strengths? Weaknesses?
6. What do you believe about the origin of the earth and mankind?
7. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## 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.

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Employer:	Position:	Dates of Employment:
Address:		
Supervisor's Name:	Phone Number:	Reason for Leaving:
	Email:	

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

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Have you already signed a contract for the next year with another institution?  Yes  No

## PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three (3) references who are qualified to speak for your spiritual experience and Christian service. List your current pastor first.

NAME	COMPLETE ADDRESS	CONTACT INFO	POSITION
		Phone #:	
		Email:	
		Phone #:	
		Email:	
		Phone #:	
		Email:	

Give three (3) references that are qualified to speak of your professional training and experiences. List your current or most recent principal or supervisor first.

NAME	COMPLETE ADDRESS	CONTACT INFO	POSITION
		Phone #:	
		Email:	
		Phone #:	
		Email:	
		Phone #:	
		Email:	

## APPLICANT'S CERTIFICATON AND AGREEMENT

I understand that **Grace Christian Academy of Maryland** 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 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 of Maryland** 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 claim, 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**.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. 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 of Maryland** to conduct a criminal records check.

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.

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*Signature of Applicant*

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*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 \_\_\_\_\_