



# GRACE

CHURCH AND SCHOOL

## EMPLOYEE APPLICATION

Date Received

### APPLICANT INFORMATION

Last First Middle

#### SECTION I

IMPORTANT! FOLLOW THESE INSTRUCTIONS! Complete all five sections of this application form. Type or print clearly the requested information. It will be used as part of the interview process, and, therefore, should represent your best effort. Information you omit may result in the disqualification of your application. Applicants will be subjected to a background check prior to employment.

Street Address City State Zip Code
Home Phone Business Phone Driver's License (Include State)
Cell Phone Email Address
Church Affiliation Member Yes No

#### SECTION II

ANSWER ALL QUESTIONS BELOW:

Please list in order of preference the position(s) for which you are applying

Do you wish to work full-time or part-time? Check preference
If part-time, please indicate what days and hours you wish to work (optional):

Table with 5 columns: Monday to, Tuesday to, Wednesday to, Thursday to, Friday to

Please indicate the date on which you would be available to begin work?

Have you ever worked for Grace Church and School? Yes No If "Yes" list

Last position From To

Have you ever been separated from the military service on any basis other than honorable? Yes No
If "Yes" explain on a separate sheet.

Have you ever been dismissed or resigned in lieu of disciplinary action? Yes No

Do you use or have you used tobacco illegal drugs alcoholic beverages? None
If yes, what? How frequent? Last occurrence?

Have you ever been convicted of any criminal act? Yes No
If "Yes", explain on a separate sheet.

If you have a record of a conviction other than a minor traffic violation, please be prepared to file a report. Failure to do so may bar you from employment. All employees are required to be fingerprinted. Upon employment, you must be prepared to provide proof of eligibility to work in the United States.

### SECTION III

Educational Record	Name & Address of School	Last Grade Completed	Major or Course of Study	Diploma or Degree Attained
High School				
Trade School		Units Completed		
Community College, College or University		Units Completed		
Graduate School		Units Completed		

Other Training \_\_\_\_\_

### LICENSES AND CERTIFICATES:

Name of License/Certificate	Number	Date Issued	Date Expires

Name of License/Certificate	Number	Date Issued	Date Expires

### SECTION IV

**WORK EXPERIENCE:** Include ALL experience which may help to qualify you for the job you are seeking. If you need more space, attach a separate sheet. **WE DO NOT ACCEPT RESUMES IN LIEU OF COMPLETED APPLICATION FORMS.**

1. \_\_\_\_\_  
 Organization Name Title of Your Present or Most Recent Position Reason for Leaving

Number and Street	City and State	Zip Code	Area Code and Phone

Name and Title of Your Supervisor	Name and Title of Your Next Higher Supervisor

From (Month & Year)	To (Month & Year)	Total Time	Hours Each Week

Description of Duties Performed: \_\_\_\_\_

If you are currently employed by this organization and DO NOT wish us to contact your employer, put an X in this box.

2.

Organization Name	Title of Your Present or Most Recent Position	Reason for Leaving	
Number and Street	City and State	Zip Code	Area Code and Phone
Name and Title of Your Supervisor		Name and Title of Your Next Higher Supervisor	
From (Month & Year)	To (Month & Year)	Total Time	Hours Each Week
Description of Duties Performed: _____			
_____			
_____			

3.

Organization Name	Title of Your Present or Most Recent Position	Reason for Leaving	
Number and Street	City and State	Zip Code	Area Code and Phone
Name and Title of Your Supervisor		Name and Title of Your Next Higher Supervisor	
From (Month & Year)	To (Month & Year)	Total Time	Hours Each Week
Description of Duties Performed: _____			
_____			
_____			

---

**FINGERPRINT REQUIREMENT:** As a result of AB 2989 (Bates), Chapter 1088, all persons employed by private schools on or after July 1, 1985, and who will have contact with minor pupils, must obtain a criminal record summary which is to be submitted to the employer as a condition of employment. New employees are defined in the law as persons hired to work "on a regular, paid-full time, or regular, paid part-time basis." Thus, persons who are unpaid, or volunteer staff are also exempted. The criminal record summary must be obtained from the Department of Justice. This will result in a check of both California and Federal Bureau of Investigation criminal record files. All results of the fingerprint application will be returned to the employer by the Department of Justice.

---

**SIGN YOUR NAME HERE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Your signature affirms that all information on this application is true, to the best of your knowledge.



## Statement of Philosophy

Verses: I Corinthians 8:6, Colossians 1:16-17

The education process is dependent upon basic philosophy to provide the right viewpoint, basic truths, and principles for interpreting the facts encountered in life and the study of all subject matter. We believe that the concepts foundational to this truth are:

- ◆ God is the Creator and Sustainer of all things, and the Source of all Truth.
- ◆ God maintains control over His entire universe.
- ◆ True meanings and values can be ascertained only in the light of His person, purpose and work.
- ◆ Since all truth extends from God and the person of Jesus Christ, all truth must be obtained from a Christ-centered position.

We, as Grace School, fully trusting the power of God, have set ourselves to the task of teaching children that in life we must seek a proper relationship with God. This teaching is concerned not only with the counsels of God revealed in His Word, but also in the counsels revealed in His world. We desire to teach that ALL truth is God's truth, and Jesus Christ is CENTRAL in all truth; again not simply in the Word, but in history, in geography, in music, in arts, and in the universe (Jn. 14:6).

## Statement of Faith

*The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Grace Church's faith, doctrine, practice, policy, and discipline, our Elder Board is Grace Church's final interpretive authority on the Bible's meaning and application.*

**BIBLE:** The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts and wholly without error as originally given of God (2 Timothy 3:16; 2 Peter 1:21).

**THE ONE TRUE GOD:** Existing eternally as three persons – the Father, Son and Holy Spirit (Luke 3:22; Matthew 28:19; 2 Corinthians 13:14).

**LORD JESUS CHRIST:** His preexistence and deity (John 1:1-3), incarnation by the virgin birth (John 1:14; Matthew 1:18-23), sinless life (Hebrews 4:15), substitutionary death (2 Corinthians 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Hebrews 4:14-16) and coming again (Acts 1:11).

**HOLY SPIRIT:** His personality (John 16:7-15), deity (Acts 5:3-4) and His work in each believer, baptism and indwelling at the moment of regeneration (1 Corinthians 12:13; Romans 8:9) and filling (Ephesians 5:18) to empower for Christian life and service (Ephesians 3:16; Acts 1:8; Galatians 5:22-23).

**MAN:** The direct image of God, created male and female as determined by God, unchangeable by human intervention (Genesis 1:26-28, 2:18-24); his subsequent fall into sin resulted in spiritual death and the necessity of new birth for his salvation (Genesis 3:1-24; Romans 5:12; John 3:3-5).

**SALVATION:** A complete and eternal salvation by God's grace alone, received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Ephesians 2:8-9; Titus 3:5-7; 1 Peter 1:18-19).

**CHURCH:** One true Church, the body and bride of Christ (Ephesians 1:22-23, 5:25-32), composed of all true believers of the present age (1 Corinthians 12:12-13) and the organization of its members in local churches for worship, for edification of believers and for worldwide gospel witness, each local church being autonomous but cooperating in fellowship and work (Ephesians 4:11-16). The ordinances, given by the Lord Jesus Christ, should be observed by his church, which are (1) baptism of believers by immersion (Matthew 28:19) and (2) communion (1 Corinthians 11:20-34; John 13:1-20; Matthew 26:17-30; Luke 22:7-23).

**CHRISTIAN LIFE:** A life of righteousness, good works and separation unto God from the evil ways of the world (Romans 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Ephesians 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 Corinthians 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Romans 12:17-21), exhibiting the fruit of the Spirit (Galatians 5:22-23) and maintaining a life of prayer (Ephesians 6:18; Philippians 4:6).

**SEXUAL PURITY:** God's exclusive model for marriage is the uniting of one man and one woman in covenant commitment for a lifetime of godliness and fidelity; marriage provides the framework for intimate companionship, sexual expression according to Biblical standards, the means for procreation, and is God's foundation for the family; all other sexual thoughts

