

Application for Employment
Administrative Staff ONLY
Administrator/Principal

G.R.A.C.E. Association of Schools
Administrative Offices
24466 W Eames Channahon, IL 60410
(815) 277-9302 | email: grace@fofca.com | www.graceassociation.org

It is our policy to practice equal employment opportunity without regard to an individual's race, color, national origin, marital status, sex, or age in application of any policy, practice, rule, or regulation. Functioning as an integral part of the Church, we can and do discriminate on the basis of religion. Any form of harassment, including sexual harassment, is absolutely prohibited.

PLEASE PRINT OR TYPE

Date _____

Position(s) applied for:	Date of Birth
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How did you hear about GRACE:

Last Name	First Name	Middle Initial	Social Security Number
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Street	City	State	Zip	Phone ()
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Email:

Have you filed an application here before?..... Yes No

If yes, give date ____/____/____

Have you ever been employed here before? Yes No

If yes, give dates From ____/____/____ To ____/____/____

Date available for work..... ____/____/____

Do you have a teaching credential? Yes No

If yes, from what state: _____

Briefly explain why you wish to teach in a Christian School.

What do you believe is the unique function of the Christian School program?

EDUCATIONAL BACKGROUND

School/Institution	Years Completed	Degree/Diploma	GPA	Major	Minor

WORK EXPERIENCE

Employer	Address	Phone	Responsibility	Years at Job

BIBLE / CHRISTIAN EDUCATION TRAINING

Name of Institution	Course Title/Description	Final Grade

FOFCA MAY SERVICE STUDENTS WHO HAVE LEARNING DIFFICULTIES. PLEASE LIST ALL COURSES AND EXPERIENCES YOU HAVE HAD WITH STUDENTS WHO HAVE LEARNING DIFFERENCES.

Courses Taken	Personal Experiences

CHRISTIAN BACKGROUND (use back of page if needed)

Briefly describe your Christian Conversion experience.

When did this occur?

What do you believe are the main responsibilities of a Christian?

Are you an active member of a church? If so, what denomination?

In what capacity do you serve?

What are your spiritual gifts?

Has God placed a calling on your life?

REFERENCES (Include a Pastor, Principal, or Superintendent)

Name	Address	Phone

What ages of children do you work best with? Why do you like this age?

What is your greatest professional strength? weakness?

What are your three best leadership qualities? Describe at least one situation where one of these qualities was exemplified?

What do you foresee the greatest stress of this job will be?

If you were hiring new teachers, what are the main qualifications and qualities you would be looking for?

How important do you think parent involvement is in your school?

How well do you resolve conflict and give an example of a time you had to and what the outcome was?

What special programs have you developed?

What motivates you?

How do you deal with personal stress?

What process do you use to understand all facets of a problem?

What personal qualities do you think are important for a principal/administrator to possess?

How would you describe your administrative style?

Why do you want this position?

What would be your top priorities in this position?

How would you describe your eye for detail?

How would you describe your writing ability?

Are you a mandated reporter? Yes No

If yes, what from? _____

Have you ever been fingerprinted through DCFS? Yes No

Have you been a trainer before for a job or church position? Yes No

If yes, what kind of training & who was the audience? _____

Have you had a management/leadership position before? Yes No

What was your position? _____

How many were under your authority? _____

Do you know how to use Quick Books? Yes No

Are you well versed in Microsoft Word? Yes No

Are you well versed in Microsoft Excel? Yes No

Are you comfortable substituting in a preschool class? Yes No

Are you comfortable substituting in an elementary class? Yes No

Are you comfortable substituting in a Junior High/High School class? Yes No

APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that GRACE does not discriminate in its employment practices against any person because of sex, 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 US.

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 any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize GRACE 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 GRACE such as employment records, performance reviews, personal references, and a criminal background check. I release any person, organization, or company from liability or damage, which may result from furnishing the information requested. I further waive the right to ever personally view any references given to GRACE.

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

Signature of Applicant

Date

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, exemplify Christ.

Thank you for your interest in the ministry of GRACE. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Application Checklist

GRACE will need the following once employment is secured.

	Signed Teacher Application Send only pages 1-4
	Copy or official transcripts
	Copy of current teaching certificate w/ exp. date if applicable
	Written results of TB test- 1 st year only
	Background Check in the office
	Applicant's Agreement Page signed
	Copy of current VISA and Passport (if applicable)

APPLICANT'S AGREEMENT

I have read the Statement of Faith, the Standards for Teachers, the Lifestyle Agreement, and Philosophy of Education and submit myself to abiding by them.

Signature of Applicant

Date

Please return The Applicant's Agreement Sheet signed and keep Pages 5-8 for your personal records.

Mission Statement

To work with families in bringing their children to a personal relationship with Jesus Christ, educating them from a Christian worldview, and preparing them for a life of service to Christ and their world.

Statement of Faith

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writing, and that they are of supreme and final authority in faith and practice.
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is fully God and fully man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God.
5. We believe the all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.
6. We believe that the Lord Jesus Christ died for our own sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
7. We believe in the resurrection of the crucified body of our Lord, in His Ascension into Heaven, and in His present life there for us as High Priest and Advocate.
8. We believe in "that Blessed Hope," the personal, visible, and imminent return of our Lord and Saviour, Jesus Christ.
9. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Statement of Christian Philosophy of Education

"Before the mountains were born, or Thou didst give birth to the earth and the world, even from everlasting to everlasting, Thou art God." - Psalm 90:2, NAV

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut. 6:4), who exists eternally in three persons, God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30).
2. The universe and all within, was created for the purpose of the glorification of, and is sustained by, God (Ge 1-2; Ex 20:11; Col. 1:16-17; Jn 1:1-3; Rev 4-11).
3. This eternal God has revealed Himself to man through the creation (Ps 19:1; Ro 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb 1:1-2; 2 Ti 3:16-17; Ps 119:89; Jn 1:1; 2 Pe 1:20-21).
4. Man's relationship to God was broken by the sin of Adam and Eve (Ge 3), and therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Co 15:22; Ro 3:23, 5:14, 6:23; Eze 18:4).
5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn 1:14-17, 3:16; Eph 2:8).
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn 14:16-18,26, 16:7-15; Ro 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to the educational process. True Christian Education will recognize that:

1. God is the ultimate source of all truth (Jn 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man (Ps 1:18-32). Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Co 1-2; Jas 3:15) and spiritual wisdom (1Co 1:30, 7:10-16; Jas 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Pr 1:7, 9:10, 15:33; Col 2:3).
3. The purpose of Christian education is to convince the student of his need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Ro 12).

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4. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph 4:4-6).
5. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way and experience the resulting blessing of obedience or consequences of disobedience which will result from their decision regarding the provision of a God-honoring education (Dt 4:10, 6:6-7, 20:17-18; Ps 106:34-37; Jer 10:2; Mt 12:30; 2 Co 6:17; Eze 44:5; Ezr 7:25; Pr 22:6).
6. God has ordained marriage, the family (Ge 2:27,28; 3:18-24), and the Church (Mt 16:13-18; Eph 5:23-32) as the institutions which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. To assist parents in this area there are two types of schools; the Sunday school and the Monday through Friday Christian school. The Christian school also provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it." (Pr 22:6)

Standards for Teachers

GENERAL DESCRIPTION:	The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.
QUALIFICATIONS:	The teacher shall be one who has received Jesus Christ as Savior and Lord. The teacher shall be a member in good standing of an evangelical church and shall lead a separated life. He/she shall be a person of spiritual maturity with academic and leadership abilities that will allow him/her to "train up a child in the way he should go." The teacher shall reflect the purpose of the school which is to honor Christ in every class and in every activity. The teacher shall have a current teaching certificate.
CONTRACTED BY:	The School Board upon recommendation of the Director of Administration for one year.
RESPONSIBLE TO:	The Principal/Director of Administration at the appropriate grade level, and ultimately the superintendent.
SUPERVISES:	Student teachers, aides, volunteers, and students.
SPIRITUAL RESPONSIBILITIES:	<ol style="list-style-type: none">1. Seek to role model in attitude, speech and actions a consistent daily walk with Jesus Christ.2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.4. Motivate students to accept God's gift of salvation and grow in their faith.5. Lead students to a realization of their self-worth in Christ.
INSTRUCTIONAL RESPONSIBILITIES:	<ol style="list-style-type: none">1. Recognize the role of parents as primarily responsible before God for their child's education and assist them in the task.2. Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.3. Plan broadly through the use of semester and quarterly plans and objectives, and more specifically through the use of a Lesson Plan Book.4. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum.5. Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.6. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.7. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.8. Plan through approved channels the balanced use of field trips, guest speakers, and other media.9. Use homework effectively for drill, review, enrichment or project work.10. Assess the learning of students on a regular basis and provide progress reports as required.11. Keep proper discipline in the classroom and on the school premises for a good teaching environment.12. Inform the administration if unable to fulfill any duty assigned.13. Prepare adequate information and materials for a substitute teacher.

NON-INSTRUCTIONAL RESPONSIBILITIES:

1. Cooperate with Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Notify the administration of any policy he/she is unable to support.
3. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
4. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
5. Maintain a clean, attractive, well-ordered classroom.
6. Supervise extra-curricular activities, organizations, and outings as assigned.
7. Support the broader program of the school by attending extra-curricular activities when possible.

PROFESSIONAL RESPONSIBILITIES:

1. Acquire ACSI temporary certification immediately and move to standard certification within two years of employment.
2. Maintain an Illinois State Teaching Certificate. If your certificate is from another state, steps should be made to transfer it to an Illinois Certificate.
3. Utilize educational opportunities and evaluation processes for professional growth.
4. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
5. Provide input and recommendations for administrative and managerial functions in the school.
6. Attend and participate in scheduled devotional, in-service, committee, faculty, and parent meetings.
7. Know the procedures for dealing with issues of an emergency nature.
8. Contribute to the general improvement of the school program.
9. Refuse to use or circulate information inappropriately.
10. Perform any other duties which may be assigned by the administration.

PERSONAL RESPONSIBILITIES:

1. Abide by the Lifestyle Agreement of GRACE
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
5. Respectfully submit and be loyal to constituted authority.
6. Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.
7. Use acceptable English in written and oral communication, and speak with clear articulation.
8. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
9. Place the teaching ministry ahead of outside or volunteer work.
10. Make an effort to appreciate and understand the uniqueness of the community.

EVALUATION:

1. Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. Details are found in the Faculty Handbook.

Lifestyle Agreement

“A student is not above his teacher, but everyone who is fully trained will be like his teacher.” -Luke 6:40

GRACE expect all of its employees to model the same Christian values and lifestyle that it seeks to instill in its students. As an employee of GRACE, I recognize, understand, and agree to live by the Christian moral standards of the school as set forth below:

Sexual Conduct

I agree that the Scripture dictates standards of sexual behavior. I promise that I will not, during my term of employment, 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 or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties towards minors as defined by Scripture and federal or state law.

Scriptural references: Rm 1:24-32, Rm 12:1-2, 1 Co 6:9-20, Eph 4:1-11, 1 Th 4:3-8, 1 Ti 4:12, 2 Ti 2:19-22, 1 Pe 15-16, 1 Jn 3:1-3

General Lifestyle

I agree to manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to students, and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco products, illicit drugs, and the use of vulgar and profane language.

Scriptural references: 1 Ti 4:12, Lk 6:40, Col 3:17, Tit 2:7-8, 1 Th 2:10, 5:18, 22-23, Jas 3:17-18