

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

Application for Employment
Non-Instructional Staff

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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E-Mail:

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..... ____/____/____

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

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

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EDUCATIONAL BACKGROUND

School/Institution	Years Completed	Degree/Diploma	GPA	Major	Minor

WORK EXPERIENCE

Employer	Address	Phone	Responsibility	Years at Job

SPECIAL TRAINING OR PREPARATION FOR THIS JOB

Type of Training	School / Institution	Final Grade (if applicable)

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 and previous employer)

Name	Address	Phone

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

Email Address

We realize that the key to a successful Christian School is its staff, both instructional and non-instructional. We are grateful for those who are professionally qualified, 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.

Criminal Background Check

A criminal background check will be made of all applicants for whom serious consideration for employment is given.

Application Checklist

Please be sure that all items listed have been completed and received by GRACE prior to your interview with the school administration.

	Signed Application pages 1-4
	Written results of TB test first year only
	Applicant's Agreement signed
	Background Check
	Copy of transcripts in necessary

APPLICANT'S AGREEMENT

I have read the Statement of Faith, the Standards for Employees, and the Christian 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 4-6 for your personal records.

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, premillennial 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).
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).

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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 Employees

- GENERAL DESCRIPTION:** The employee shall view his/her responsibilities as an integral part of the overall ministry of GRACE
- QUALIFICATIONS:** The employee shall be one who has received Jesus Christ as Savior and Lord. The employee 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. The employee shall reflect the purpose of the school, which is to honor Christ in every activity.
- SPIRITUAL RESPONSIBILITIES:**
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.
- NON-INSTRUCTIONAL RESPONSIBILITIES:**
1. Cooperate with Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
 2. Shall notify the administration of any policy he/she is unable to support.
 3. Maintain a clean, attractive, well-ordered work area.
 4. Support the broader program of the school by attending extra-curricular activities when possible.
- PROFESSIONAL RESPONSIBILITIES:**
1. Utilize educational and training opportunities and evaluation processes for professional growth.
 2. Seek the counsel of the administration and colleagues.
 3. Provide input and recommendations for administrative and managerial functions in the school.
 4. Attend and participate in scheduled devotional, committee, faculty, meetings.
 5. Know the procedures for dealing with issues of an emergency nature.
 6. Contribute to the general improvement of the school program.
 7. Refuse to use or circulate information inappropriately.
 8. Perform any other duties, which may be assigned by the administration.
- PERSONAL RESPONSIBILITIES:**
1. Abide by the GRACE Lifestyle Agreement.
 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 job responsibilities 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 Personnel.

Lifestyle Agreement

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

GRACE expects 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

Tuberculosis Test

As a condition of employment, the State of Illinois requires us to have all new employees tested for tuberculosis. Each new employee should obtain a TB test at the Health Department in their county of residence. If you have already had a TB test, a written verification of the results for their personnel file is satisfactory.

This test should be completed prior to actual employment, and test results should be submitted with your application.