



2601 Jefferson Davis Hwy. Sanford, NC 27332
 Mailing: P.O. Box #1408, Sanford, NC 27331
 Phone: 919-774-4415 FAX: 919-718-6777
 Email: stuartshumway@gracechristiansanford.com
 Web: gracechristiansanford.com

APPLICATION FOR EMPLOYMENT – TEACHING FACULTY

Office Use Only	
Interview Date: _____	Reference Check: _____
2nd Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	Background Check: _____
Probable Placement: _____	Position Offered <input type="checkbox"/> Accepted <input type="checkbox"/>

Date of Application: _____ Date Available For An Interview: _____

Applying For: Full Time Part Time Referred By: _____

Date Available To Begin Work? _____

Personal Data

Name: _____
(Last) (First) (MI) (Maiden)

Email: _____ Cell Phone: _____

Current Address: _____

City: _____ State: _____ Zip Code _____

Length of time at this address: _____

Please provide the name, address, and telephone number of contact in case of an emergency:

Name: _____
(Last) (First) (Middle)

Relationship to You: _____ Home Phone: _____ Business Phone: _____

Address: _____

City: _____ State: _____ Zip Code _____

Position For Which You Are Applying

Please indicate the position(s) for which you are applying.

Elementary School (Grades K – 5)
 Middle School (Grades 6 – 8)
 High School (Grades 9-12)
 Spanish
 Technology/Computer
 Physical Education
 Other _____

Please indicate grades you are qualified to teach: _____ Preferred Grades: _____

Certification

Do you hold a teacher's certification? Yes No If yes, date issued: _____ (please attach a copy)

Expiration date: _____ If no, date applied: _____

Certified Areas/Subjects	NC or Other (Please Specify)	Class A=Bachelor's/G=Master's	Expiration Date

Education

College or University	City/State	Degree	Major	Dates Attended	Overall GPA

Copies of all College and/or University transcripts, both undergraduate and graduate, must be filed with your application or soon after it has been submitted.

Student Teaching

If student teaching was completed within the last three years supply the following information:

1) School: _____ Grade/Subject: _____
 Address: _____
(Address) (City) (State) (Zip Code)
 Dates: From (MDY) _____ To (MDY) _____
 Cooperating Teacher: _____ Telephone: _____
 College Supervisor: _____ Telephone: _____
 College/University Address: _____

Teaching Experience or Other Related Work Experience

Beginning with your most recent position, list all teaching or instructional support experience for which you have been or are being paid. Please complete all information even if you include a resume.

1) Name of School: _____ From: _____ To: _____
 Address: _____ Phone: _____
 Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time
 Reason for Leaving: _____
 Name and Title of Supervisor: _____ May we contact? Yes No

2) Name of School: _____ From: _____ To: _____
 Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

3) Name of School: _____ From: _____ To: _____

Address: _____ Phone: _____

Job Title/Grade(s) and/or Subject Taught: _____ Full Time Part Time

Reason for Leaving: _____

Name and Title of Supervisor: _____ May we contact? Yes No

Total years teaching experience: _____

Have you ever been dismissed from a position? Yes No If yes, please explain:

Have you had experience with ADD or ADHD students? Yes No If yes, please explain: _____

References

List persons, such as former employers, pastors, supervisors, and instructors, who have firsthand knowledge of your professional preparation and competence, and your spiritual maturity. A minimum of three references is requested. We reserve the right to contact references in addition to these listed here. By listing such individuals below, you are authorizing permission to contact these individuals and granting the release of your information to Grace Christian School. Incomplete/inaccurate reference information (i.e., names, addresses, zip codes, phone numbers, emails, etc.) may make it difficult for your application to be given further consideration.

1) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Phone: _____ Email: _____

2) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Phone: _____ Email: _____

3) Name: _____ Title: _____ School/Company: _____

Address: _____
(Address) (City) (State) (Zip Code)

Phone: _____ Email: _____

Personal History

Have you ever served in the military? _____yes; _____no

Have you ever worked under a different name for any of the employers you have listed above? (e.g., maiden name)? If so what name did you use? _____

Are you holding or have you already signed a contract for next year with any other educational institution? _____yes; _____no

Have you ever been accused of or convicted of a felony, or a misdemeanor? ___ yes; ___ no If so, what was the felony or misdemeanor?

Have you ever been accused or convicted of child abuse of any kind? If so, please describe:

Religious and Educational Philosophy

Why do you wish to teach at Grace Christian School? _____

Of what church are you a member? _____ Denomination: _____

Church Address: _____
(Address) (City) (State) (Zip Code)

Pastor's name: _____ Church phone: _____

(Please attach your personal Christian testimony.)

List in order of priority what you consider to be the three most important objectives of Christian education:

- 1) _____
- 2) _____
- 3) _____

In the last year, what have you done to enhance your knowledge in any area that was not required or paid for by an employer, education institution, or other person?

Why have you chosen education as a career? _____

Please describe in 1-2 paragraphs (on the reverse side):

- 1) Your most gratifying teaching experience.
- 2) Your most successful handling of a discipline issue.

I verify that all of the above information is true and correct. I understand that any intentional falsification of any portion of this application will be grounds for immediate dismissal. Employment is contingent on successful completion of background investigation and reference checks. I certify that I have read and understand the By-laws/Statement of Faith for Grace Chapel Ministries and by affixing my signature below, I certify that I am in agreement with all content thereof and understand that the application of all statements listed within, in addition to the job description of which I am applying, is a condition of my employment.

(Applicant's Signature)

(Date)