

Grace Christian School
 8067 Atlee Rd
 P.O. Box 215
 Mechanicsville, VA 23111
 804-730-7300
 www.grace-school.net

Application Date: _____
 Position Applying For: _____
 School Year: _____

For Office Use Only	
Date Received	_____
<input type="checkbox"/>	Signed Statement of Faith
<input type="checkbox"/>	Copy of Teacher's License
<input type="checkbox"/>	Letter of Recommendation

I. Personal:

Last

First

Middle

Current Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

How long have you lived at this address? _____

Previous Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

How long did you live there? _____

Contact Information:

Home Phone: _____

Cell Phone: _____

Email: _____

II. Education and Professional Training:

Education	Graduation Year	School Name & Location	Major
High School			
College/University			
Graduate School			
Trade or Certificate			

Please list any professional designations, certifications, licenses or accomplishments that are applicable to the position for which you are applying? _____

Position Desired: (Please check all that apply.)

Full-time Part-time Substitute Administrative Staff Coach Middle School Teacher (6-8)
 High School Teacher (9-12)

Please list the respective subjects which you have taught: _____

Areas of endorsement, license, or specialization: _____

III. Professional References: References should include previous employment and related volunteer/work experiences.

Name _____

Years Known _____

Title _____

Email Address _____

Phone Number _____

Name _____

Years Known _____

Title _____

Email Address _____

Phone Number _____

Name _____

Years Known _____

Title _____

Email Address _____

Phone Number _____

IV. Background Information:

Do you have a current valid Driver's License? Yes No

Do you have personal Auto Insurance? Yes No

Have you ever been convicted, pled guilty, or pled nolo to a charge of DWI or DUI? Yes No

If yes, please explain: _____

Please list all moving violations in the past 5 years: _____

Do you have reliable transportation to and from work? Yes No

Are you legally entitled to work in the U.S.? Yes No

Have you been terminated, asked to resign from a job, or not offered a contract to return the next year? Yes No

If yes, please explain: _____

Have you ever faced disciplinary action on a job? Yes No

If yes, please explain: _____

Have you ever plead no contest, nolo, or guilty to a crime, or been convicted of a crime, or have current charges pending against you? Yes No (Answering this does not automatically bar you from employment.)

If yes, please explain: _____

V. Employment History: Please list the names of your present and current employers in chronological order with present or last employer listed first.

Employer I: _____ Start/End Dates _____

Job Title _____ Supervisor's Name _____

Address _____

Phone _____ Starting/Ending Salaries _____

Work Performed and Responsibilities _____

Reason for Leaving _____

May we contact this employer? _____

Employer 2: _____ Start/End Dates _____

Job Title _____ Supervisor's Name _____

Address _____

Phone _____ Starting/Ending Salaries _____

Work Performed and Responsibilities _____

Reason for Leaving _____

May we contact this employer? _____

Employer 3: _____ Start/End Dates _____

Job Title _____ Supervisor's Name _____

Address _____

Phone _____ Starting/Ending Salaries _____

Work Performed and Responsibilities _____

Reason for Leaving _____

May we contact this employer? _____

In order for this application to be considered complete, the following items must be included:

- Completed and signed application
- Signed Grace Christian School Statement of Faith
- A copy of your teaching license (if applicable to your application for employment)
- Personal Faith Questionnaire
- Letter of recommendation from a leader in your church

I agree that all information included in and with this application is correct and accurate to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____