Dear Applicant,

Thank you for your interest in working at Grace Academy of Dallas. We believe you will find this a special place with employees who love people and love the Lord. We believe that our job is to partner with families to best educate their child: academically, spiritually, physically & emotionally. Below you will find the steps in the Teacher Application Process. Please fill out the attached application completely and attach the required documents. I hope you will take a moment to check out our website and get to know us better. I look forward to learning about you and pray God will direct you to the perfect spot to serve Him.

Sincerely,

Jim Clarke
Headmaster

Teacher Application Process

Upon receiving the completed application

- The Headmaster will determine the next step based upon qualifications and available openings.
- References will be contacted and the applicant contacted for an interview.
- The Headmaster will contact applicant for an interview. The applicant should come prepared to be candid during the interview. At the same time, come relaxed! It is not intended that this be a taxing experience.
- Upon completion of the interview, the Headmaster will prayerfully consider how to proceed. A follow-up interview may be scheduled.
- If selected for the position, a contract will be issued. It must be signed and returned within two weeks from date of issue to become a valid contract.
Position for which applying: ________________________________

Full name: ________________________________ Application date: __________________

Address: ________________________________ Date available: __________________

City: __________________________ State: __________ Zip: __________________

Email: ________________________________ Phone Number: __________________

Best time to call? __________________

Permanent Address & Phone Number if different than present address

________________________________________________________________________
________________________________________________________________________

Personal References

€ Sign the Reference Release form that is attached and return it with this application. Do not list family members/relatives as references.

Give two references that are qualified to speak of your spiritual experience and Christian service. List your current pastor or church leader first.

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<th>Address or Email</th>
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<th>Position</th>
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Give two references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

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Professional Qualifications

Attach copies of your postsecondary transcripts.

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<th>Degree</th>
<th>Year Received</th>
<th>Issuing Institution</th>
<th>Major/Minor Area</th>
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Teaching Experience:

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<th>School Name</th>
<th>Grades or Subjects</th>
<th>Years</th>
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Why are you seeking to leave your current employer or why did you leave your former employer?

List any conferences or seminars you have led or participated in recently.
Teaching Credentials—attach photocopies of any certificates held

- Level of ACSI Teaching Certificate ______________ Date Issued __________ Expiration Date ______
- State Teaching Certificate __________________________ State ______________

If you do not hold an ACSI certificate, are you willing to pursue certification?

_____yes   _______no   Signature: _______________________________________________________

Have you taken a course in the Christian Philosophy of Education? ____________________________

Where and when? ___________________________________________________________________

Christian Background

**Bible Statement:** Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matter of faith, truth and conduct?

_____yes   _______no   Signature: _______________________________________________________

**Faith Statement:** Carefully read the Grace Academy of Dallas Statement of Doctrine and indicate your degree of support below.

- We worship the God of the Bible who exists in three persons—Father, Son, and Holy Spirit.
- The Bible is inspired by God and is the final authority in faith and life.
- Salvation is by grace alone. It is a free gift from God to all who put their trust in the death and resurrection of Jesus Christ to pay the price for their sins.
- Baptism is our outward testimony to others of our personal faith in Jesus Christ our Savior and identifies us with His church.
- Communion, the Lord’s Supper, is a memorial of Jesus’ death for our salvation. It is to be taken only by believers who are in a right relationship with God.
- God created us male and female. Any rejection of or attempt to alter one’s biological sex is a rejection of God’s creation.
- Marriage is a sacred rite ordained and established by God as a spiritual and corporal union between one male and one female wherein the two become one flesh and through which the graces of God’s salvation flow to the family. Sexual conduct outside the bond of such a marriage is contrary to the maintenance of a biblical lifestyle.
- Life begins at the point of conception. All life is sacred and should be protected, especially the most helpless and innocent.
I fully support the Statement of Doctrine as written without reservation.

I support the Statement of Doctrine except for the following. Please explain these areas. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: ________________________________________

Church Service

Denominational Preference:____________________________________

What local church are you currently attending? __________________________

Are you a member in good standing? ________________ Years? ______________________

In what church activities are you involved and with what degree of regularity?

Devotional Life

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

Salvation Statement: Please share your Christian testimony.
Employee as the Christian Role Model Positional Statement

Grace Academy of Dallas uses only the Bible as its basis for faith and practice (2 Tim. 3:16-17) and all employees or volunteers are required to be born again, to be active in an evangelical church, and to live lives pleasing to Christ as Lord (Col. 3:17).

Grace Academy of Dallas is a religious, non-profit organization representing Jesus Christ throughout the local community. Grace Academy of Dallas requires its employees to be Christians who live their lives as Christian role models (Romans 10:9; 1Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The Academy employee or volunteer agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. The unique roles of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognized homosexual lifestyles as sinful. Such deviation from Scripture standards is grounds for immediate termination of the employee and dismissal of the volunteer position (Romans 12:1-2; 1 Cor. 6:9-20; Eph. 4:1-11; 5:3-5; 1 Thess. 4:3-8; 1 Tim. 4:12; 2 Tim. 2:19-22; 1 Peter 1:15-16; 1 John 3:1-3).

I declare (i) that during the past year I have not engaged in (b) that at the current time I am not engaging in, and (c) that I promise I will not engage in, during the term of my employment, 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 materials or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.—Hebrews 13:4, The Message

A pupil is not superior to his teacher, but everyone (when he is) completely trained (readjusted, restored, set to rights, and perfect) will be like his teacher.—Luke 6:40, Amplified Bible \textit{brackets in original}

Signature: ___________________________ Date: ___________________________
Applicant’s Certification and Agreement

I understand that Grace Academy of Dallas does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired; or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Grace Academy of Dallas to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I may be asked to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional upon the receipt of background information, including criminal background information. The school may refuse employment or terminate employment if it deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model based on the definition of such from the Positional Statement on the Employee as a Christian role model.

I understand that this is only an application for employment and that an employment contract is not being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature: ___________________________________________ Date: _____________________
Authorization to Release Reference Information

I have made application for a position with Grace Academy of Dallas. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Grace Academy of Dallas, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Grace Academy of Dallas.

I agree that a photocopy or facsimile of this document and any signature shall be considered for all purposes as the original signed release on file.

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

____________________________________________________________________
Applicant’s Name (printed) Date

____________________________________________________________________
Signature Social Security Number
Background Investigation Consent

I, _______________________________________, hereby authorize Grace Academy of Dallas and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment at Grace Academy of Dallas.

I release Grace Academy of Dallas and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Full Name (Printed) __________________________________________________________

Maiden Name or Other Names Used _____________________________________________

Present Address _____________________________________________________________ How long? ________________

City ___________________________________ State _________ Zip _____________

Former Address _____________________________________________________________ How long? ________________

City ___________________________________ State _________ Zip _____________

*Date of Birth _____________________ Social Security Number _______________________

Driver’s License Number including State Issued ____________________________________

Signature: ___________________________ Date: ______________________

*Note* The above information is required for identification purposes only, and is in no matter used as qualification for employment. Grace Academy of Dallas is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, age (40 and over), handicap or national origin.