



## Application for Employment

Applicant's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant's Address \_\_\_\_\_  
\_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell \_\_\_\_\_

Position Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Social Security Number \_\_\_\_\_

Have you previously filed an application with GCADC? \_\_\_\_\_ If yes, give date: \_\_\_\_\_

Have you previously been employed by GCADC? \_\_\_\_\_ If yes, give dates: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_  Full time  Part time  Temporary

How did you learn about GCADC?  Advertisement  Grace Baptist Church Member/Attendance

Friend or relative \_\_\_\_\_

Other \_\_\_\_\_

### ***Education***

High School \_\_\_\_\_ City, State \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Course of Study \_\_\_\_\_  
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College Degree \_\_\_\_\_ City, State \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Degree \_\_\_\_\_ Major / Minor \_\_\_\_\_  
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Graduate Degree \_\_\_\_\_ City, State \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Degree \_\_\_\_\_ Course of Study \_\_\_\_\_  
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Certification: Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Please submit college transcript(s) and any teaching certificates.

Specialized training or apprenticeship \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have a current Infant or Child CPR/First Aid certification? Yes / No**

**If yes, when does it expire?** \_\_\_\_\_

## ***Employment Experience***

Complete the following employment information. Please list your most recent position first.

**Employer** \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work performed/job responsibilities \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
.....

**Employer** \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work performed/job responsibilities \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
.....

**Employer** \_\_\_\_\_ Dates employed \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Work performed/job responsibilities \_\_\_\_\_

Hourly rate/salary \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## ***Spiritual Qualifications***

Name of church \_\_\_\_\_ Pastor \_\_\_\_\_

Address of church \_\_\_\_\_ Telephone \_\_\_\_\_

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_

When did you become a believer? \_\_\_\_\_

Briefly share how you came to know Jesus Christ as your savior: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ***Additional Information***

List professional, church, civic or volunteer activities:

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Summarize job related skills and qualifications:

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State any additional information which may be helpful in considering your application:

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## ***Employment and Personal References***

Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Telephone \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Telephone \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Telephone \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Telephone \_\_\_\_\_

## ***Pastor's Reference***

Please have your Pastor complete the "Pastor's Reference" document located on the <https://gracechristianacademy.gbcmin.org/> website and return with this application or email to [gcainfo@gbcmin.org](mailto:gcainfo@gbcmin.org).

## ***Resume***

Please submit a current resume along with this application.

**Grace Baptist Church and Grace Christian Academy Day Care**  
**STATEMENT OF FAITH**

We believe that Scripture (the canonized 39 books of the Old Testament and 27 books of the New Testament) is the infallible, inerrant, wholly divinely inspired word of God and therefore, is the only basis for any statement of faith, theological view and practice. We seek to teach the literal, historical, and grammatical interpretation of scripture.

Because of their keeping with the teachings of scripture, Grace Baptist Church and Grace Christian Academy Day Care willing aligns themselves with the doctrinal statements of the “Chicago Statement on Biblical Inerrancy” (1978) and “The Baptist Faith and Message” (2000).

Further, we band ourselves together as a body of believers Baptized by Immersion into Jesus Christ, and personally committed to showing God’s glory around the world and sharing the good news of salvation to lost mankind.

The church ordinances of the church are baptism and the Lord’s Supper. We believe that the biblical offices of the church are the Pastors and Deacons.

***Applicant’s statement***

Initial each statement and sign below.

\_\_\_\_\_ I am able to be lawfully employed in this country.  
(Proof of citizenship or immigration status is required upon employment)

\_\_\_\_\_ I have not been convicted of a felony within the last seven years nor am I the subject of pending charges.

\_\_\_\_\_ I do not use tobacco in any form.

\_\_\_\_\_ I do not consume alcoholic beverages.

\_\_\_\_\_ I have read the GBCDC Statement of Faith and agree to support it.

I certify that the answers given in this application are true and complete to the best of my knowledge.

I have never committed or have been convicted of any offense involving child molestation or abuse; rape, sexual molestation, or any criminal sexual conduct; sale of drugs to minors; or felonious assault. I authorize Grace Christian Academy Day Care to contact appropriate references or churches to obtain any information regarding my character or qualification to work with children. I authorize any necessary or pertinent criminal records to be sought and obtained. I release all such references from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice. I waive my right to inspect references provided on my behalf.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Grace Baptist Church and Grace Baptist Church Day Care.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_