



GRACE PREP TEACHER APPLICATION

Your interest in Grace Prep High School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you qualify, we will notify and ask you to send your file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you a few follow-up questions and arrange for a personal interview.

Grace Prep High School

Mail to: 3006 Research Drive, State College, PA 16801

Or email to: annenarber@graceprep.com

We realize that the key to Grace Prep is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Full Name: _____

Application date: _____ Date available: _____

Current Address: _____

Day Phone: (____) ____ - _____ Evening Phone: (____) ____ - _____

Best time to call you? _____ Length of time at this address? _____

Please list any additional addresses where you have resided at any time during the past five years:

B. Position Desired **Full-Time** **Part-Time**

What position are you applying? _____

What subjects are you qualified to teach? _____

How did you learn about the position for which you are applying? _____

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach.

C. Christian Background

* In your own handwriting, on separate paper, briefly give your Christian testimony.

Please go to our website (www.graceprep.com) and carefully read our Statement of Faith and indicate your degree of support.

I fully support the Statement as written without mental reservations.

I support the Statement except for area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes No

Denominational preference? _____

What is your local church affiliation? _____

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

Provide a specific example of Christian service that you have done since become a Christian?

List any educational advantages that you have had including opportunities to travel.

List any books or articles that you have read recently that have helped you grow professionally.

D. Educational Background

Do you have an ACSI Teaching certificate? Yes No

What level? _____ Remains valid for _____ years

Do you have a state teaching certificate? Yes No

What kind? _____ State? _____ Remains valid for _____ years

Endorsement(s) _____ List semester hours in endorsement area(s) _____

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

E. Personal Philosophy

* On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.

1. Why do you wish to teach in a Christian school?
2. What do you consider to be the proper classroom atmosphere for learning?
3. What is your philosophy of discipline?
4. What areas do you feel are your strengths? Weaknesses?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Experience (Present or Most Recent First)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

G. Personal References

Do not list family members or relatives for references. Give four references who are qualified to speak of your spiritual experience, Christian service, professional training, and experience.

NAME	POSITION	ADDRESS	TELEPHONE

H. General Background Information

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

Are you currently under charges for a criminal offense? Yes No

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

I. Applicant’s Certification and Agreement

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Grace Prep High School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

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 and 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 must have both ACT 151 and ACT 34 compliance before working at Grace Prep High School. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant _____ Date _____