



GRACE SCHOOL
 10219 ELLA LEE
 HOUSTON, TEXAS 77042
 713-782-4421 FAX 713-267-5056

EMPLOYMENT APPLICATION

GENERAL INFORMATION

Name: _____

Street: _____ Daytime Telephone: _____

City: _____ Evening Telephone: _____

State: _____ Zip: _____ Email: _____

Have you previously applied for a position at Grace School? Yes No If yes, when?

Are you seeking part-time full-time work?

Position desired? _____

(If teaching position, include age level and subject area desired)

Are you currently employed? Yes No

May your present employer be contacted regarding this application? Yes Not at this time

EDUCATION

School	Name and Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Degree or Diploma
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any certificates or licenses you hold that may help qualify you for employment.

Teacher Certification _____ State _____ Major _____ Minor _____

License or Certificate Number _____ Exp. Date: _____

License or Certificate Number _____ Exp. Date: _____

REFERENCES

Please list four references (including your current, or most recent supervisor) who can speak to your character, qualifications, background and work experience.

Name	Email Address	Telephone	Relationship

PERSONAL

Please describe your special talents, interests, and/or hobbies. _____

List professional, civic, service organizations, etc... in which you hold memberships whose purposes and/or its activities in your opinion relate to the position for which you are applying.

Have you ever pled guilty, no contest (nolo contendere) or been convicted of any offense Yes No

If yes, list all offenses, nature of offense and where they occurred.

All new employees will be required to verify eligibility to work by completing an INS Form I-9. If hired, can you verify your authorization to work in the United States? Yes No

Are you 18 years or older? Yes No

Have you ever been asked to resign or been discharged from any position? Yes No

OBJECTIVE

Discuss your reasons for seeking a position at Grace School.

FAITH STATEMENT

I believe in God the Father, Jesus Christ as God Incarnate, and the Holy Spirit as the giver and sanctifier of life. I confess my faith in Jesus Christ as personal Lord and Savior and will strive to reflect the love of Christ and Christian values in my personal and professional life.

Please confirm your belief in the Faith Statement by signing your name.

Signature

Date

I certify that the above responses are true and correct to the best of my knowledge and belief. I understand that Grace School intends to rely upon these responses in determining acceptability for employment and agree that, if I am employed by Grace School, my failure to provide correct responses shall be the basis for immediate dismissal from employment.

Signature

Date

MISSION

The mission of Grace School is to provide an exemplary program which incorporates Christian teachings and values for able students who can bring to Grace School a diversity of interests, talents, and skills in an atmosphere which will encourage the student to love to learn and learn to love.

GRACE SCHOOL PHILOSOPHY

Grace School is an extension of the Christian Education Program of Grace Presbyterian Church. The spiritual, intellectual, physical, and social development of the child is best achieved when the school, the church, and the home work together toward this common goal. The school shall provide well-trained caring teachers, challenging educational stimulation, and a loving environment within the framework of Christian values to allow for each child's individual growth. The child shall love to learn and learn to love.

GRACE SCHOOL GOALS

The school shall provide an atmosphere which encourages children to reach their full potential by developing:

- enduring Christian faith in a secular world
- inquiring minds appreciative of intellectual values
- concern for others and the world around them
- personal skills and a positive self-image
- feeling of community within the framework of Christian values

The school shall provide a well-educated, sensitive and dedicated faculty

- skilled in the art of teaching students
 - using a curriculum designed to stimulate and challenge
 - seeking the best of contemporary and traditional approaches to learning
 - participating in professional development opportunities
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RETURN TO:

Director of Human Resources
Grace School
10219 Ella Lee
Houston, TX 77042

Phone: (713) 782-4421

Fax: (713) 267-5056

Office Hours: 7:30 a.m. - 3:45 p.m. weekdays

For office use: DR _____ AT _____
DA _____
AB _____

Notes: