



P.O. Box 5005
Georgetown, TX 78627
512-864-9500

APPLICATION FOR EMPLOYMENT

Dear Applicant:

I appreciate your interest in employment opportunities at Grace Academy.

For many, classical education evokes a range of different thoughts. In order to understand what Grace Academy intends by classical education, I encourage you to read *Recovering the Lost Tool of Learning* by Douglas Wilson. Applicants for Grammar School (grades K-6) positions are also encouraged to read *For the Children's Sake* by Susan Schaefer Macauley.

In addition to completing this application, please provide any of the following:

OFFICIAL COPY OF COLLEGE TRANSCRIPT

RESUME OF PROFESSIONAL/WORK HISTORY AND EDUCATION

PERSONAL/PROFESSIONAL LETTERS OF REFERENCE

Thank you for your interest in Grace Academy of Georgetown.

Soli Deo Gloria,

A handwritten signature in black ink that reads "Randy C. Adair".

Randy C. Adair
Headmaster



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APPLICATION FOR EMPLOYMENT

Date received: _____
Interview: _____
Decision/Date: _____
Notified/Date: _____

CHECK ONE: New Applicant Former Applicant Former Employee Dates:

CHECK AS MANY AS APPLICABLE: Full-time Part-time

Type of License(s): _____

GENERAL AREAS OF INTEREST

- Early Grammar (K-2) Teacher Art/Music/Drama Teacher Secretarial/Clerical Staff Media/Library
- Grammar (2-6) Teacher Substitute Teacher Coach Information Systems/DBA
- Dialectic/Logic Stage (7-8) Teacher School Administration Facility Maintenance Accounting/Finance
- Rhetoric Stage (9-12) Teacher Admissions/Public Relations Other (Specify): _____

DATE AVAILABLE: _____ **MINIMUM WAGE/SALARY DESIRED:** _____

Please Print Legibly in Ink or Type
Please be sure to complete all sections. If not applicable, mark "NA."
Any incomplete information may be considered willful omission and result in your application not being considered.

PERSONAL INFORMATION	
Name (Last, First, Middle Initial)	Email Address:
Address (Number, Street, City, State, Zip)	
Phone Number (w/ Area Code)	
Home: () -	Mobile: () -
Are you legally eligible for employment in the United States and can you provide documentation to verify your employment eligibility? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If currently employed, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous names under which you have worked or attended school.	
In case of emergency, whom should we contact?	
Name	Phone Number

GENERAL INFORMATION

HAVE YOU EVER BEEN ARRESTED OR CONVICTED FOR ANY CRIMINAL ACT (OTHER THAN A MINOR TRAFFIC OFFENSE, INCLUDING SPEEDING OR PARKING VIOLATIONS)?

Yes No If so, please explain on a separate sheet of paper. (Convicted means you were declared guilty by a judge or jury or you pled guilty in court. A conviction may have taken place even if you did not pay a fine or spend time in jail or prison.) Answering yes to this question will not automatically disqualify you from employment. (Grace Academy may make a criminal background check.)

Do you have relatives employed by Grace Academy?

Yes No

If yes, provide name(s), relationship(s), and assignment.

Work preference: Full-time Part-time Substitute Temporary Volunteer

Have you ever been disciplined, discharged (terminated), or asked to resign by a former employer? Yes No
If yes, please explain:

Do you anticipate a problem with providing a long-term commitment of employment with us should an offer be given to you? Yes No If yes, please explain:

What church do you presently attend? (If not attending, leave blank).

Are you a member? Yes No

Please provide the pastor's name and full address of the church you presently attend.

EDUCATION

Degrees/ Diploma Earned	Type of School	Name/Location of School	Dates attended	Major Field	Semester Hours	GPA (major)	Minor Field	Semester Hours	GPA (minor)
	*College Or University								
	*College Or University								
	*College Or University								

*Includes Business, Trade or Correspondence Schools

List subjects/grades you are qualified to teach in order of preference. If you need additional space, please attach an additional page.

LICENSE RECORD

License/Registration/Certification Type	State	Date Expired	Serial Number	Grade Level/Subject

EMPLOYMENT HISTORY

All information must be completed even if resume is included. Please begin with your present or most recent employer. Account for any periods of unemployment. Attach additional sheets if necessary.

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From: _____ To: _____		
Description of Duties:			
Supervisor's Name (First)	(Last)	Reason for Leaving	

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From: _____ To: _____		
Description of Duties:			
Supervisor's Name (First)	(Last)	Reason for Leaving	

Company	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Dates Employed From: _____ To: _____		
Description of Duties:			
Supervisor's Name (First)	(Last)	Reason for Leaving	

SECOND CAREER TEACHING APPLICANTS

If you do not have a degree in teaching, on a separate sheet of paper, please describe in detail what experiences or additional credit hours, post high school, that you have acquired that contribute to your qualification to teach students. Please list the names and dates of the institution which are related to your experiences. Include any travel that may have contributed to your qualifications.

REFERENCES

List references other than family members who can testify to your character and teaching ability.

Please include two people who have been in authority over you in one capacity or another such as a pastor, principal, or former employer.

REFERENCE 1

Name of Reference	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: _____ To: _____		
Relationship:			
E-mail Address	Telephone Number		

REFERENCE 2

Name of Reference	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: _____ To: _____		
Relationship:			
E-mail Address	Telephone Number		

REFERENCE 3

Name of Reference	Job Title		
Street Address	City	State	Zip Code
Telephone Number/Fax Number	Time Applicant Has Known Reference From: _____ To: _____		
Relationship:			
E-mail Address	Telephone Number		

GRACE ACADEMY MOTTO

Johann Sebastian Bach, one of the most prolific composers of the classical age of music, is said to have signed every composition with the initials "S.D.G.", meaning *Soli Deo Gloria*. We have adopted that phrase as our motto and motive for all that we do at Grace Academy - *Only for God's Glory!*

MISSION

To glorify God by serving parents in providing their children a distinctly Christ-centered, academically excellent, classical education as a foundation for life-long learning.

PHILOSOPHY

"I am much afraid that schools will prove to be wide gates to hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise that no one place his child where the Scriptures do not reign paramount. Every institution in which men are not constantly occupied with the Word of God must become corrupt."

--Martin Luther

Our philosophy is centered on four distinctive foundation stones. It is rooted in strong parental support because we are concerned with the family. It is biblical because we are concerned with truth. It is Christian because we are concerned with behavior. It is classical because we are concerned with effectiveness.

Scripture teaches in Deuteronomy 6:4-9 and Ephesians 6:1-4 that parents are responsible for the education of their children. This education includes instructing in the Scriptures, building of godly character, training in righteousness and inculcating into a Christian culture and worldview. At Grace Academy, we believe that our role is to assist the parent in this process. We are therefore a delegate of the parents. All duties and activities are performed with the clear recognition that whatever authority and responsibility we exercise in the educating process is bestowed upon us by the parents. We welcome and encourage parents to be active participants with their child in the education process both at home and at the school.

We believe God is the author of all truth. All of His creation reflects His power, order and glory. Jesus said "*...thy Word is truth*" (John 17:17). We affirm that Scripture is the inerrant and authoritative Word of God. It is from Scripture that we derive and confirm truth. In view of this, we approach all other "truth" from the fundamental perspective that the truths of Scripture form the foundation upon which all other learning and investigation of the universe is built. Therefore, we will always endeavor to teach all subjects as parts of an integrated whole with the Scriptures at the center.

A truly "Christian" education is also concerned with behavior. James 1:22 affirms the importance of being "doers of the Word, and not hearers only". We believe right behavior and right thinking is not had simply by the accumulation of the right data. It requires the correct application of the truth (God's Word and biblical principles) to daily activities. At Grace Academy, we are strongly committed to providing a clear model of biblical Christian living through our staff and board, and to encouraging and training every student in moral and spiritual development.

Finally, we are concerned with effectiveness. Many throughout church history have marveled at the great writings and accomplishments of men such as St. Augustine, John Calvin, and Jonathan Edwards. One wonders where such men are today. One reason for their profound influence and accomplishments is the foundational education they received, which was classical in method and content.

The classical teaching model is a time-proven method based on what is referred to as the "Trivium", or a three-pronged approach to each subject. Beginning with the Grammar, the student studies the basic particulars of each subject. Logic (or dialectic) deals with the reasoning, which ties all the various particulars together. It gives one the basis for integrating bodies of knowledge and proving the correct relationships in and between subjects. Rhetoric focuses on the clear and effective expression of facts, ideas, and relationships through written and oral presentations. These three, Grammar, Logic, and Rhetoric, are applied in every discipline.

Classical in content simply means that the foundations for Western civilization will be emphasized in the study of history, philosophy, science, the arts, literature, and language. And central to the study of these disciplines is the study of the orthodox, historical, Protestant Christian faith. This faith provided then, and provides now the foundation for a proper understanding of every other discipline.

PRIMARY AND SECONDARY DOCTRINES

Grace Academy will teach the doctrines of evangelical Protestant orthodoxy, as found in the Nicene Creed. We will teach the following doctrines as primary doctrines of the faith. Other, "secondary" doctrines, when taught, will be taught with balanced teaching regarding various views taken by different Protestant denominations.

STATEMENT OF FAITH

The following is the foundation of beliefs on which Grace Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in Grace Academy. Secondary or divisive doctrines and issues will not be presented as *primary doctrine*. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

Grace Academy is an independent school without institutional ties to a particular church or denomination. Our Statement of Faith is focused on the truths that have bound orthodox Protestant Christians together through the ages, across the boundaries of time, place, race, denomination and tradition. As such, our Statement of Faith distinguishes between primary and secondary doctrine.

Primary doctrine is defined as doctrines we believe constitute the core beliefs central to Protestant Christian denominations, and which sets Protestant Christianity apart from other faiths. Primary doctrine, as summarized in this Statement of Faith, will be dogmatically taught in various ways through all grade levels and forms the foundation for all other academic inquiry at the school. Secondary doctrine is defined as non-primary doctrines and represents those doctrinal areas where various Protestant denominations may differ. While we believe there is no liberty to disagree where the Bible speaks clearly, we recognize our own fallibility, and acknowledge that sincere Christians hold differing views on certain issues that are not essential to salvation, our community life together, or our pedagogy. Particularly in the dialectic and rhetoric stages of our curriculum, treatment of the Statement of Faith may lead to the study of secondary doctrinal issues. When this occurs, the instructor will strive to teach the various views of orthodox Protestant Christianity from an objective, unbiased, balanced view. We reserve for the parents and by extension their church the final responsibility to search the Scriptures with their children to resolve such issues.

Primary Doctrines

- A. The Bible. We believe that the Bible is God's written revelation to man, and thus the sixty-six books of the Bible given to us by the Holy Spirit constitute the plenary (inspired equally in all parts) Word of God. We believe that the Word of God is objective, propositional revelation, verbally inspired in every word, absolutely inerrant in the original documents, infallible, and God breathed. We teach that the Bible constitutes the only infallible rule of faith and practice (John 17:17, 2 Timothy 3:16, 2 Peter 1:20-21).
- B. God. We believe that there is but one living and true God, an infinite, all knowing Spirit, perfect in all His attributes, one in essence, eternally existing in three Persons—Father, Son and Holy Spirit—each equally deserving worship and obedience (Deut. 6:4; Mat. 28:19; 2 Cor. 13:14).
- C. God the Father. We believe that God the Father, the first Person of the Trinity, orders and disposes all things according to His own purpose and grace. He is the Creator of all things. As the only absolute and omnipotent Ruler in the universe, He is sovereign in creation, providence, and redemption. His fatherhood involves both His designation within the Trinity and His relationship with mankind. As Creator He is Father to all men, but He is spiritual Father only to believers. He has decreed for His own glory all things that come to pass. He continually upholds, directs, and governs all creatures and events. In His sovereignty He is neither author nor approver of sin, nor does He abridge the accountability of moral, intelligent creatures. He has graciously chosen from eternity past those whom He would have as His own; He saves from sin all who come to Him through Jesus Christ; He adopts as his own all those who come to Him; and He becomes, upon adoption, Father to His own (Gen. 1; Rom. 8:14; 1 Cor. 8:6; Gal. 4:5; Eph 1:4-6,11; Eph. 3:9).
- D. God the Son. We believe that Jesus Christ is the pre-existent and eternal Son of God who became man in order to reveal God and redeem man. We believe He was supernaturally conceived of the Holy Spirit and born of the virgin Mary. In His person, we believe the Lord Jesus combined forever full and undiminished deity with true and perfect humanity to become the God-man. We believe Christ died on the cross as a substitute for sinful man, was buried, arose bodily from the tomb, ascended into Heaven where He ministers on the behalf of saints, and someday will come again for His own. (John 1:18, 8:58, Matt. 1:23, Col. 1:15-17, 1 Tim. 1:15, 3:16).
- E. God the Holy Spirit. We believe that the Holy Spirit is the third Person of the Trinity, fully equal with God the Father and God the Son. Although He is of the exact same essence, we believe He is a personality distinct from the other members of the Godhead. The Holy Spirit, we believe, has an active ministry to the world in general which includes the restraining of evil, convicting of the unsaved and bestowing of God's goodness on all mankind. We also believe He has a ministry to every Christian which consists of regenerating, sealing, indwelling, baptizing into the Body of Christ, and the giving of spiritual gifts. Ministries to obedient Christians include filling, assuring, teaching, guiding and comforting (Acts 5:3-4, 2 Thes. 2:3-9, John 16:7-11, Matt. 5:45, Tit. 3:5, Eph. 1:13, 1 Cor. 6:19, 12:13, Eph. 3:20, 1 Cor. 14, James 5:14, Eph. 5:18, Rom. 8:16, 14, John 16:13, 7.).
- F. Creation. We believe that the Triune God, according to His sovereign will and for His own glory, created the heavens and the earth without the use of pre-existent material. All living things, we believe, came into being by a direct creative act of God and not by an evolutionary or random process, and thus have an existence distinct from Him and yet always dependent on Him (Gen. 2:4, Prov. 16:4, Acts 17:24, Col. 1:16-17).
- G. Man. We believe that man was directly and immediately created by God in His image and likeness. Man was created free of sin with a rational nature, intelligence, volition, self determination, and moral responsibility to God. We teach that God's intention in the creation of man was that man should glorify God, enjoy God's fellowship, live his life in the will of God, and by this accomplish God's purpose for man in the world. We believe that in Adam's sin of disobedience to the revealed will and Word of God, man lost

his innocence; incurred the penalty of spiritual and physical death; became subject to the wrath of God; and became inherently corrupt and utterly incapable of choosing or doing that which is acceptable to God apart from divine grace. With no recuperative powers to enable him to recover himself, man is hopelessly lost. Man's salvation is thereby wholly of God's grace through the redemptive work of our Lord Jesus Christ. We teach that because all men were in Adam, a nature corrupted by Adam's sin has been transmitted to all men of all ages, Jesus Christ being the only exception. All men are thus sinners by nature, by choice, and by divine declaration (Gen 2:16-17; Gen. 3; John 3:36; Rom. 3:9-18, 23; Rom. 6:23; Eph. 2,1-3).

- H. Salvation. We believe salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works (John 1:12; Eph. 1:7; 2:8-10; 1 Peter 1:18-19).
- I. The Church. We believe in the spiritual unity of all believers in the body of our Lord Jesus Christ, of which He is the head. We agree with the admonition of Scripture not to forsake the gathering together with fellow believers and therefore advocate active participation in a local church. The purpose of the church is to glorify God by growing in faith and knowledge of God through instruction in the Word, fellowship, keeping the ordinances, and advancing and communicating the gospel to the entire world (Mat. 28:19; Acts 2:38-43; Eph 1:22; Eph. 4:5, 13-16; Eph. 5:23; Heb. 10: 24-25).

Note: References to "man" in our Statement of Faith are inclusive of both genders.

I have read and agree with the Statement of Faith of Grace Academy Classical Christian School.

Signature

Date

Applicant's Authorization Statement

(Please indicate that you have read and that you understand each paragraph of the Applicant's Authorization Statement by placing your initial beside each paragraph).

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers, through a credit check, a criminal background check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to these investigations and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Grace Academy decides to obtain a consumer credit report, I understand that Grace Academy will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to *Grace Academy of Georgetown*, personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action *Grace Academy of Georgetown* takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizenship status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment at will and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by *Grace Academy of Georgetown*. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that *Grace Academy of Georgetown* has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of *Grace Academy of Georgetown*, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon employment, I may be required to sign an agreement relating to confidential information.

Signature of Applicant

Date



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TEACHER APPLICANT QUESTIONNAIRE

On a separate sheet of paper, please type or write legibly, the answers to the following questions. Answers should be as concise as possible and no longer than one page in length. For substitute teacher applicants, it is only necessary to answer question #4.

1. What do you understand “classical education” to be? What is your experience, if any, with classical education?
2. Please explain your views on discipline and classroom management. Describe the most challenging discipline problem you have experienced as a teacher.
3. Please describe your philosophy of education.
4. What does it mean to be a Christian and how do you know you are one?
5. Explain the authority the Scriptures have in the world and in your life.
6. What is a Christian worldview and how would you bring it to bear as a teacher in the classroom?
7. What makes a school classical and Christian? You may include what you learned from Douglas Wilson’s book.
8. Please describe the ideal partnership between parents and a Christian school.
9. How do you know that you are called to teach?



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AUTHORIZATION FOR RELEASE OF REFERENCE AND BACKGROUND INFORMATION

I have made application for a position with *Grace Academy of Georgetown*. I authorize *Grace Academy of Georgetown* to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by *Grace Academy* such as employment records, performance reviews, personal references and background checks/screening whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to *Grace Academy of Georgetown*.

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

Please complete the information below and provide a signature authorizing *Grace Academy* to obtain information that would help us verify all data provided in your application for employment.

NAME _____

Please Print Full Name

SSN _____ - _____ - _____ BIRTH DATE (mm/dd/yyyy) _____

DRIVER'S LICENSE # _____ STATE _____

CURRENT HOME ADDRESS _____

CITY _____ ST _____ ZIP _____

Signature Authorization of Applicant

Position of Interest

NOTICE OF NON-DISCRIMINATORY POLICY

Grace Academy will admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Grace Academy will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.