

Equipping students to become Christian leaders who impact the culture for Christ



Guardian Christian Academy
6851 Courthouse Rd. Chesterfield, VA 23832
PHONE (804) 715-3210 FAX (804) 715-3237

APPLICATION FOR ADMINISTRATORS

Your interest in Guardian Christian Academy is appreciated. We invite you to fill out this initial application and return to the Human Resource Manager, adileo@straightlinesolutions.net. The information requested must be submitted on this application form. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have a continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School 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 and demonstrate their passion for the Lord. 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.

Position Applying For _____ Today's Date _____

Applicant's Full Name _____

(Last) (First) (M.I.) (Maiden Name)

Present Mailing Address _____
(Street) (City) (State) (Zip)

Permanent Mailing Address _____
(Street) (City) (State) (Zip)

Telephone Numbers: Star the preferred daytime number
Home: _____ Cell: _____ Work: _____

Email Address _____

Social Security Number: _____ (Optional)
The social security number will be needed to complete employment forms in the event of the offering and acceptance of a position.

MARK THE APPROPRIATE BOXES

- New Application
 - Are you a U.S. citizen? Yes No
 - If not, are you eligible to work in the U.S.? Yes No
- Previous Application on File
- Former Employee of the School Division

Guardian Christian Academy is an Equal Opportunity Employer

I. EDUCATION AND PROFESSIONAL TRAINING (List chronologically)

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance (From - To)

Please include copies of transcripts, diplomas, certifications, and/or licensures. If offered a position, official transcripts must be provided for your personnel file.

II. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse. These references will be checked.

1. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name _____ Phone _____

Address _____

General Responsibilities _____

Reason for leaving _____

(Optional) Name, Position, and Phone Number of colleague or co-worker _____

2. Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name _____ Phone _____

Address _____

General Responsibilities _____

Reason for leaving _____

3 Place of Employment and Position _____

Dates of Employment _____

Supervisor's Name _____ Phone _____

Address _____

General Responsibilities _____

Reason for leaving _____

III. ADDITIONAL KNOWLEDGE (please answer on a separate sheet of paper)

1. What courses have you had in Christian Philosophy of Education? If so, where, and when?
2. What experiences have you had with school accreditation, what was your role, and with which accrediting agency(ies)?
3. Describe an instance in which you built and sustained community partnerships and for what purpose?
4. Explain how you would foster and maintain positive relationships with personnel.
5. Craft a goal that describes how you would professionally develop your personnel.
6. To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Saxon, Houghton Mill, Harcourt)?
7. List any books, articles, or curriculum you have written for professional use.
8. List any books or articles that you have read recently that have helped you to grow professionally.
9. List any conferences or seminars that you have led or participated in recently.
10. Using your current skillset, how would you contribute to the growth of Guardian Christian Academy both internally and externally?
11. List/describe other activities/experiences which have further prepared you for this position.
12. What areas do you feel are your strengths and which pose a challenge?

Are you holding or have you already signed a contract for next year with any other educational institution/business? ___ Yes ___ No

IV. THE CHRISTIAN INSTITUTION AND PERSONAL PHILOSOPHY

1. Church Involvement:

Denominational Preference: _____

Local Church Affiliation: _____

No. of Years Attended: _____ Member in Good Standing: Yes No (Circle one)

Ways in which you serve through your church body _____

What other Christian service have you done since becoming a Christian? _____

2. Pastoral Reference:

Name _____ Position _____

Complete Address _____

Day and Evening Phone Numbers _____

How long have you known this pastor? _____

What is your relationship with this pastor? _____

3. On a separate sheet of paper please respond in essay form to each of the following:

- A. Your Christian testimony
- B. Your view of the Bible
- C. Ways in which you keep your faith growing

4. All staff members serve as role models exemplifying the mind, attitude, and life of Christ. Each person has a personal relationship with Christ. Please carefully read our Statements of Faith and indicate your support below and by signing the Statements of Faith in the space provided.

I fully support the Statements of Faith as written without mental reservations.

I do not support the Statements of Faith as written in its entirety.

I state that all information provided in this application is accurate and true. I understand that if I provide information which is not true, I will not be able to be employed by Guardian Christian Academy.

Signature of Applicant

Date



Guardian Christian Academy

Vision, Mission, and Statements of Faith

GCA Mission

To equip students to become Christian leaders who impact the culture for Christ

GCA Vision for Preschool – High School

Guardian Christian Academy partners with parents to provide their children with a distinctly biblical and academically excellent education, in body, mind, and soul, that will equip students to be godly leaders and to successfully engage the culture for Christ .

GCA Vision for Childcare

GCA childcare provides quality care in a nurturing Christian environment, emphasizing a well-rounded program that encourages the development of strong minds and character.

GCA Statements of Faith

It is the desire of Guardian Christian Academy to provide a safe and caring environment in which children are able to learn both academic content and biblical truths. Biblical values and moral ethics are integrated into the academic curriculum to help children adopt a biblical world view and develop into well-rounded individuals. Christian values are taught with individualized love and attention from teachers who are passionate about teaching, the Lord, and children. This education is based on the following Statements of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (I Timothy 3:15, II Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28: 19, John 10: 30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. We believe in the absolute necessity of regeneration (spiritual rebirth) by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection where they stand before the judgment seat of Christ (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)
9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Over)

Statements of Faith Continued

10. We believe that any form of sexual immorality (including adultery, fornication, homosexual, transgender, and bisexual behavior/conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor 6:9-10)
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)
12. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)
13. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Guardian Christian Academy.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Guardian Christian Academy's faith, doctrine, practice, policy, and discipline, the GCA School Board is the final interpretive authority on the Bible's meaning and application.

I have carefully read the above Statements of Faith and fully support it without mental or spiritual reservation. Recognizing past repented sin is forgiven through God's redemptive power, I can stated with integrity that I live a lifestyle in Christ that reflects my endorsement of these beliefs. I am aware that violation of Guardian Christian Academy's Statements of Faith constitutes good cause for to terminate employment.

Signature

Date

Printed Name



APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Guardian Christian Academy 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 Guardian Christian Academy 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 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 required 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 conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if any information provided in this application is found to be false or 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.

Printed Name of Applicant

Signature of Applicant

Date