



GCA Mission Statement - The mission of Granville Christian Academy is to partner with Christian families and local churches by creating a Christ-centered, nurturing environment with Biblically based academic excellence and character development, resulting in students who are becoming Christ-like and impacting their culture through servant leadership.

Position applying for: Office Support Position Other _____

Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:
Email:	Cell Phone:	Other Phone:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			

1. Have you ever applied with us before? Yes No
2. Have you ever been employed with us before? Yes No
3. Are you currently employed? Yes No
4. If so, may we contact your current employer? Yes No
5. Are you legally eligible for employment in the United States? Yes No
6. Are you currently on "lay-off" status & subject to recall? Yes No
7. On what date would you be available to work: _____
8. List all friends or relatives employed by GCA: _____
9. What is your definition of a Christian: _____

10. Give a brief account of your Christian experience: _____



11. What do you consider to be the distinctions of a Christian School: _____

11. Church attending: _____

12. Do you attend church regularly? Yes No

13. Number of days you have missed work in the past 12 months: _____

Explanation if desired: _____

14. Do you have any limitations which would affect your ability to perform the functions of the job? Yes No

If so, explain: _____

Necessary accommodations: _____

15. Have you ever been indicted, convicted, or plead guilty of a felony? Yes No

16. Have you ever been indicted for, convicted of, plead guilty or no contest to child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes No

17. Have you ever had a criminal conviction sealed or expunged? Yes No

18. Have you ever surrendered or had revoked, suspended, limited, or denied any certificate, license or permit (professional or otherwise)? Yes No

19. Do you agree to the following doctrinal statement? Yes No

A. Preamble

1. In essential beliefs – we have unity “*There is one Body and one Spirit...one Lord, one faith one baptism, one God and Father of all...*” Eph.4:4-6
2. In non-essential beliefs – we have liberty “*Accept him whose faith is weak, without passing judgment on disputable matters. Who are you to judge someone else’s servant? To his own master he stands or falls...So then, each of us will give an account of himself to God. So whatever you believe about these things keep between yourself and God...*” Rom.14:1, 4, 12, 22



3. In all our beliefs – we show love “*If I have the gift of prophecy and can fathom all mysteries and all knowledge, and I have faith that can move mountains, but have not love, I am nothing.*” I Cor.13:2

B. Essential Beliefs

1. About God: We believe that God exists eternally and that He manifests Himself in three persons...God the Father, God the Son, and God the Holy Spirit. (Mat.28:19; I Pet.2:2; 2 Cor.13:14; Ps.90:2; Gen.1:1, 26, 27, 3:22)
2. About Jesus Christ (Son of God): We believe that Jesus Christ was born of a virgin, was crucified, buried, and rose bodily from the grave and will come again to this world to reign in righteousness. (Lk.1:30-35; Jn.14:6; I Thes.4:16-17)
3. About the Holy Spirit: We believe that a person is baptized by the Holy Spirit into the Body of Christ at the time of conversion; this baptism results in a believer being filled and supernaturally empowered for service through spiritual gifts. (I Cor.12:13; Rms.8:9-17; Rom.16:7-13; Eph.5:18; Gal.5:25; Jn.14:16-17)
4. About the Bible: We believe that the Bible is our supreme authority, and it is sufficient as our only rule of faith and practice. The Bible is God’s Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit and it is truth without any mixture of error. (I Tim.3:16; Heb.4:12; Rev.22:19; Pro.30:5; Ps.119:105, 160; 2 Pet.1:20-21)
5. About Salvation: We believe that forgiveness of sin, salvation, and new life is made possible by the death of Jesus Christ on the cross. This salvation is by grace, through faith, and by the appropriation of the shed blood of Jesus Christ. (Rom.6:23; Eph.2:8-9; Jn.14:6; Jn.1:12; Tit.3:5; Gal.3:26; Rom.5:2)
6. About Eternity: We believe there shall be a resurrection of the saved to eternal life and a resurrection of the unsaved to eternal punishment in hell. Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. (Jn.3:16; Jn.5:11-13; Jn.10:29; Rom.6:23)



Educational Background

	Name, City, State of school	Major	Diploma/Degree	Year Completed
High School				
Undergrad College				
Graduate/Professional				
Other (Specify)				

Work Experience

Start with your present or latest job and list your work experience in date order. Include any job-related Military service assignments and volunteer activities. Include all job related experience. Include all jobs.

Employer:		Address:	
Position held:		Supervisor:	
Start date:	Start salary:	End date:	End salary:
Work performed:			
Reason for leaving:			

Employer:		Address:	
Position held:		Supervisor:	
Start date:	Start salary:	End date:	End salary:
Work performed:			
Reason for leaving:			



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Position held:		Supervisor:	
Start date:	Start salary:	End date:	End salary:
Work performed:			
Reason for leaving:			



References

Pastoral - pastor of the church you now attend:

Name:
Address:
Home Phone: Work Phone:
Comments:

Spiritual - spiritual leader who knows you well other than the pastor listed above:

Name:
Address:
Home Phone: Work Phone:
Comments:

Professional – supervisor you last worked for:

Name:
Address:
Home Phone: Work Phone:
Comments:

Granville Christian Academy selects students and employees of any race, color, gender, or ethnic origin. Students and employees of all race, color, gender, or ethnic origin are entitled to all rights, privileges, programs, and activities provided by the school. In addition, Granville Christian Academy will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational or athletic programs and extracurricular activities. Furthermore, the school is not intended to be an alternative to court orders, administrative agencies, or public school district initiated desegregation.



Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge:

1. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
2. I understand that this application for employment shall be considered active for a period of time not to exceed 45 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.
3. 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 the 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 conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
4. 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 the employer.
5. I consent to FBI and BCI background checks.

Signature of applicant

Date

Return application via USPS or email to:

Lee C Reno

Head of School

1820 Newark-Granville Road

Granville, Ohio 43023

or

headofschool@granvilleca.org