



**Grace Christian Schools**

Devon Rickabaugh, Assistant Superintendent

**District Office**

**855 Chevy Way**

**Medford, OR 97504**

**(541) 608-1331**

**Fax (541) 608-1369**

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**www.gracechristian.org**

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Dear Applicant:

Thank you for your inquiry into teaching at Grace Christian Schools. You should know that we, first of all, view teaching as a ministry and we recognize that applicants become faculty only by the moving of God through the Holy Spirit. As God leads the prospective teacher, He also ministers to those in the school to recruit, screen, interview, and hire personnel. We look at a person's qualifications and experience, but also consider the "call of God" in a person's heart. We encourage you to look to the Lord for His direction in your life.

Grace Christian Schools is one of Oregon's largest Christian schools, with 956 students in Pre-School through 12<sup>th</sup> grade and over 100 staff members. Grace Christian Schools is registered with the Oregon Department of Education and accredited with the Association of Christian Schools International (ACSI) and the Northwest Accreditation Commission (NWAC). We require our teaching staff to hold a valid Oregon state teaching credential and be willing to work toward an ACSI teaching credential. Our base salary is payable over 12 months. Cascade Christian High School is part of Grace Christian Schools. Both are governed by a school board, which consists of godly men who are committed to a Biblically-based philosophy of education. Grace Christian Schools is a ministry of First Baptist Church.

If you sense God leading you to inquire further, please complete the enclosed application and return it with the appropriate supporting documents. If not, we trust God's best for you wherever that may be.

In Christ's Service,

Devon Rickabaugh  
Assistant Superintendent/Administrator  
Grace Christian Schools

## GRACE CHRISTIAN SCHOOLS HIRING PRACTICES

1. The initial Teacher Application form is sent to an applicant upon request. Also included are a Statement of Faith and a brochure with school philosophy. A salary schedule and job description is made available upon request.
2. When a completed application is returned, the Assistant Superintendent will determine whether to continue with the processing. Applicants will be notified by mail if their application is not being given further consideration.
3. If the Assistant Superintendent determines to proceed, the references listed on the initial application will be contacted. Part II of the application form will be sent to the applicant to be filled out and returned. A Student Handbook will be sent.
4. Upon receipt of a satisfactory Part II of the application, the Assistant Superintendent will proceed to contact the applicant for an interview.
5. Since **Grace Christian Schools** is a ministry of First Baptist Church in Medford, prior to coming for the interview, the applicant (and spouse as applicable) are asked to attend Sunday services to determine whether he/she could worship here and call this their church home. It is a requirement that administrators be members of First Baptist Church.
6. The next step is the oral interview with the Assistant Superintendent and possibly a second administrator. The applicant should come prepared to be candid during the interview. At the same time, come relaxed! We certainly don't intend this to be a difficult experience for you.
7. When the interview is completed, the Assistant Superintendent will prayerfully consider how to proceed with the hiring process. Applicants will be notified and either thanked or asked back to proceed further for a possible second interview. In some cases several semi-finalists for the position may be recommended for the final interview with the Pastor and/or Superintendent.
8. If approved by the Superintendent, a contract will be issued to the applicant. It must be signed and returned within the designated time set forth by the Administration.
9. When the contract is signed and returned, more information will be given as to orientation dates, etc.

### INITIAL TEACHER APPLICATION

We appreciate your interest in **Grace Christian Schools**. Please fill out this initial application and return it to our school office. We may request that you have your placement file forwarded to our office. We may also contact your references. If we have continued interest in your candidacy, we will send follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are grateful for those 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 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.

## **STATEMENT OF FAITH**

We believe that the Bible is the infallible, inspired Word of God and that it is our final authority in matters of faith and practice.

We believe in the eternally existing triune God: Father, Son and Holy Spirit.

We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His resurrection, and in His ascension to the right hand of the Father where He now acts as Mediator and Advocate.

We believe in the personal, imminent return of Jesus Christ for His own. We believe in His later return in power and glory with His own to reign in righteousness over the earth. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost.

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ --by faith-- are born again and become the children of God.

We believe in the present ministry of the Holy Spirit, whose indwelling in all believers enables them to live Godly lives.

We believe in the spirit of unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith.

## **MANDATE**

Grace Christian Schools' Board (First Baptist Church Board) has given our schools the following mandate:

Grace Christian Schools is an organizational arm of First Baptist Church of Medford, specializing in training young people in grades Pre-School through Twelve to be Christ-centered, productive believers through teaching the Word of God and by example, in harmony with and supporting the Christian home.

All academics will be taught from a Bibliocentric worldview, with an emphasis on each individual's personal relationship with the Lord Jesus Christ, since our ultimate purpose is to be like Him. (Romans 8:28-30)

## **MISSION STATEMENT**

Grace Christian Schools' mission is to assist Christian parents in the Biblical training of their children spiritually, academically, emotionally, and physically, to be strong leaders for righteousness to the next generation.

## **PURPOSE**

It is the purpose of the school to provide a sound academic education integrated with a Christian view of God and the world. The Bible is specific in stating the principal which underlies Christian education, one of which Paul presented when he wrote of Christ, "For by Him were all things created, and are in Heaven, and that are in earth...And He is before all things and by Him all things hold together." (Colossians 1:16, 17) John, the beloved disciple, wrote in his Gospel, "All things came into being by Him; and apart from Him nothing came into being that has come into being." (John 1:3)

There is an important difference between the Christian and the non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education, other than one based on scripture, can be entirely God-honoring for parents or children.

Grace Christian Schools considers the Word of God to be precise in making Christian parents responsible for the education of their children; education not limited to the counsels of God as revealed in His Word, but also the glory of God as revealed in His world. Grace Christian and Cascade Christian parents want their children to be educated at home and at school with the understanding that all truth is God's truth in all subject areas including music and the arts, and that Jesus Christ is to be central in all learning and living. The ultimate goal is that the subject will be conformed to the image of Jesus Christ.

### **PHILOSOPHY OF EDUCATION**

The educational program and the methods of instruction in a Christian school are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject area. We believe that the concepts of a Christian education philosophy are these:

1. God is the Creator and Sustainer of all things, and the Source of all truth.
2. God maintains control over His entire universe.
3. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the Source of all wisdom.
4. Regeneration is by faith in Jesus Christ. True meaning and values can be ascertained only in the light of His Person, purpose, and work.
5. God has revealed Himself in a general way through His creation, and in a specific way in the Bible.
6. As the student beholds the glory of God reflected in creation and in the Bible, the Holy Spirit conforms him to the image of Christ.
7. The home, the church, and the school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
8. The teacher stands in the place of the parent during the school day.
9. The prayer of a righteous person has a powerful effect.

# TEACHER APPLICATION FORM

Grace Christian Schools  
District Office  
855 Chevy Way  
Medford OR, 97504  
(541) 608-1331



## A. APPLICANT'S NAME AND ADDRESS

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

\_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Email: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

\_\_\_\_\_

## B. POSITION DESIRED

Please indicate 1,2,3 choice in the parenthesis. Then to the right please indicate the grade or subject in order of preference.

- ( ) Kindergarten
- ( ) Elementary \_\_\_\_\_
- ( ) Junior High \_\_\_\_\_
- ( ) High School \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

\_\_\_\_\_

**Special Abilities:**

Please list activities, music talents or sports which you would be capable of and be willing to direct, sponsor, advise, or coach.

\_\_\_\_\_

**Future Plans:**

What would you like to be doing five years from now?

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting on separate paper briefly give your Christian testimony including your personal relationship to Jesus Christ and His leading in your life.**

**Bible:** 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 \_\_\_\_\_ Signature: \_\_\_\_\_

What is your belief concerning the person and the work of the Lord Jesus Christ?  
\_\_\_\_\_  
\_\_\_\_\_

What is your belief concerning the person and the work of the Holy Spirit?  
\_\_\_\_\_  
\_\_\_\_\_

**Statement of Faith:** Please carefully read our Statement of Faith and indicate below your degree of support.  
\_\_\_\_\_ I fully support the Statement as written without mental reservations.

Signature: \_\_\_\_\_

\_\_\_\_\_ I support the Statement except for the 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.

Signature: \_\_\_\_\_

**Church Service:** Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

What importance do you attach to the local church?  
\_\_\_\_\_

If you were to become a member of our administration, membership in Medford First Baptist Church, of which this school is an arm, would be required. Would you agree to this? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity?  
\_\_\_\_\_  
\_\_\_\_\_

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

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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Are you capable of teaching a Bible class? \_\_\_\_\_ If Yes, what would be your subject preferences?

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To what extent should a Christian school teacher become involved in Sunday and other weekday ministries of the sponsoring church?

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**Devotional  
Life:**

Describe your routine of personal Bible study and prayer.

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What books have you read recently that have helped you spiritually?

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**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel file.**

**Formal  
Training:**

What degree or degrees do you hold?

Degree

Date Received

Issuing Institution

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Your Major(s)

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Your Minor(s)

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Cumulative grade point average BA \_\_\_\_\_ Graduate work \_\_\_\_\_

Total \_\_\_\_\_ units **after** date of Bachelor's degree \_\_\_\_\_

(1 \_\_\_\_\_ unit x \_\_\_\_\_ = \_\_\_\_\_ unit)

**Administrative/  
Teaching  
Experience:**

Sequentially list your teaching/administrative experience with the most recent first.

School's Name

Grades or Subjects

Dates

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To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, ABeka, Bob Jones, Scribner Reading, etc.?)

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List any technology experience/training that you have had working with computers, computer programs, videos, typing, etc. \_\_\_\_\_

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

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

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**Teaching/  
Administrative**

Do you have an ACSI Teacher Certificate? \_\_\_\_\_

**Credentials:**

What levels? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

**Do you have a State Teaching Certificate?** \_\_\_\_\_ **State?** \_\_\_\_\_

What levels? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

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

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If you do not hold a certificate, what requirements do you lack?

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**\* Please attach photocopies of any certificates held.**

**Christian  
Preparation:**

Have you had any courses in the Christian Philosophy of School Education?

If so, where and when?

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If not, would you be willing to take such a course by correspondence or otherwise? \_\_\_\_\_

List any conferences or seminars which you have led or participated in the past.

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**E. PERSONAL PHILOSOPHY**

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

**Short**

A. Why do you wish to be a teacher in a Christian school?

**Essays:**

B. Please state your opinion of distinctive characteristics of the Christian School.

C. What are the qualities important to effective school leadership that you would bring as a Christian school teacher?

D. What areas do you feel are your strengths? Weaknesses?

E. What do you consider to be the proper classroom atmosphere for learning?

F. What is your philosophy of discipline?

G. What do you believe about the origin of the earth and mankind?

H. If you have children, do you plan to send them to Christian school?

I. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

**Work**

1. Employer \_\_\_\_\_

**Background:**

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

2. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

3. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name and Phone Number \_\_\_\_\_

Reason for leaving \_\_\_\_\_

\_\_\_\_\_

4. Employer \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Employer \_\_\_\_\_  
 Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed?  
 If so, what was the name or names?  
 \_\_\_\_\_  
 \_\_\_\_\_

**G. PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

**Reference:** Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

Give three references who are qualified to speak of your professional training and experience. List your current or most recent teacher or supervisor first.

	Name	Complete Address	Phone	Position	School
1.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

**H. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Grace Christian Schools** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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

I authorize **Grace Christian Schools** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Grace Christian Schools**, 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 **Grace Christian Schools**.

Since I will be working with children, I understand that I must 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 **Grace Christian Schools** to conduct a criminal records check.

I understand that this is an 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.

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Signature of Applicant

Date



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a \_\_\_\_\_ with **Grace Christian Schools**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Grace Christian Schools**, 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 **Grace Christian Schools**.

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

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

Date \_\_\_\_\_