



## Guardian Christian Academy

6851 Courthouse Road

Chesterfield, VA 23832

(804) 715-3210

[www.gcakids.com](http://www.gcakids.com)

### APPLICATION FOR POSITION OF INSTRUCTIONAL AID

Your interest in Guardian Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school receptionist. The information requested must be submitted on this application form. A resume or additional information may not be submitted in lieu of fully completing this application. 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.

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 (\* primary contact)

\_\_\_\_\_  
Cell Home Work

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

***The GCA School Board is an Equal Opportunity Employer***

Revised: April 2023

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

**Mark the appropriate boxes:**

- New Application
- Previous Application on file
- Former Employee of Guadian Christian Academy
- Citizen of the USA

**EDUCATIONAL AND PROFESSIONAL TRAINING** (List chronologically)

**Professional Qualifications**

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 licenses. If offered a position, official transcripts must be provided for your personnel file.

**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 a separate sheet of paper. These will be used as professional references.

**1**

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Employment Address \_\_\_\_\_

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

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

Supervisor's Email \_\_\_\_\_

**General Responsibilities**

Reason for leaving.

**2**

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Employment Address \_\_\_\_\_

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

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

Supervisor's Email \_\_\_\_\_

General Responsibilities

Reason for leaving.

**3**

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Employment Address \_\_\_\_\_

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

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

Supervisor's Email \_\_\_\_\_

General Responsibilities

Reason for leaving.

**4**

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Employment Address \_\_\_\_\_

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

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

Supervisor's Email \_\_\_\_\_

General Responsibilities

Reason for leaving.

**5**

Place of Employment \_\_\_\_\_

Position \_\_\_\_\_

Employment Address \_\_\_\_\_

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

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

Supervisor's Email \_\_\_\_\_

General Responsibilities

Reason for leaving.

**SPIRITUAL LIFE REFERENCES**

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** Do not list family members or relatives.

**1**

Name \_\_\_\_\_

Position/Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**2**

Name \_\_\_\_\_

Position/Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**PERSONAL PHILOSOPHY**

**On a separate paper please label and succinctly respond to each question below in one or two paragraphs per topic.**

1. Write your Christian testimony.
2. Why do you wish to be an instructional aid in a Christian school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of classroom management/discipline?
5. What are the main characteristics that distinguish a Christian school from a public school?

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

**THE CHRISTIAN EDUCATOR**

At Guardian Christian Academy we strive for academic excellence. However, as a Christian educational institution we also integrate biblical concepts and principles with the academic content. Our teachers serve as

role models exemplifying the mind, attitude, and life of Christ. Each teacher has a personal relationship with Christ which becomes apparent in the classroom.

**CHURCH INVOLVEMENT**

Understanding that regular worship and time spent with a body of believers is intended to strengthen spiritual growth and character and to aid in applying biblical principles to everyday life, please answer the following.

What is your denominational preference? \_\_\_\_\_

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

If involved in ministry within a local church, in what areas?

***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 fill a position at Guardian Christian Academy.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant



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## MISSION

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

## VISION

Guardian Christian Academy partners with parents to provide their children with a distinctly Biblical and academically excellent education that develops the body, mind, and soul, equipping students to be Godly leaders and to successfully engage the culture for Christ.

## STATEMENTS OF FAITH

It is the desire of Guardian Christian Academy to provide a safe and caring environment in which children can learn both academic content and Biblical truths. Biblical values and moral ethics are integrated into the academic curriculum to help children adopt a Biblical worldview 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 Statements of Faith listed below. The term "Bible" at GCA always refers to the Holy Bible, the compiled 66 books forming the Old and New Testaments, and is to be the Bible used and referenced at GCA.

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.
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.

This 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.

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I have carefully read the above Statements of Faith and fully support it without mental or spiritual reservation. Recognizing past represented sin is forgiven through God's redemptive power, I can state 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.

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Signature

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Date

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Printed Name





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### **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 may 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 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 receipt of background check 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.*

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Printed Name of Applicant

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Signature of Applicant

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Date