



(301)262.0158
7210 Race Track Road
Bowie, MD 20715
gcsbowie.org

Administrative Staff Application

Position sought: _____ Date: _____

Personal Information

Name (last- maiden, middle, first): _____

Present address: _____

Permanent address (if different): _____

Phone number: (H) _____ (C) _____ (W) _____

Email: _____

Male: ____ Female: ____ Date of Birth: _____ Place of Birth: _____ U.S. Citizen: Y/N

Marital Status: Single ____ Married ____ Widowed ____ Divorced ____

Name of spouse (if applicable): _____

Name and ages of children (if applicable): _____

Present church membership (name and denomination): _____

Current responsibilities at the church: _____

Previous experience in church and/or other ministries other than Christian School: _____



Where Faith and Learning Connect

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Have you ever been convicted of or plead guilty to a crime? No___ Yes___ (If yes, explain on a different sheet)

Have you ever been accused of child abuse? No___ Yes___ (If yes, explain on a different sheet)

Have you completed a background check? No___ Yes___ (If yes, what was the date of the check _____)

All applicants will be required to undergo a background check as part of the hiring process.

Education Background

School	Address	Degree/ Hours Completed	From (mo/yr) to (mo/yr)

- Please complete for all undergraduate and graduate work. Continue on another sheet if necessary.
- Please have each institution above send all records to the main office.

List any academic honors, offices held, and extracurricular activities: _____

Employer Background

Employer	Address	Position	From (mo/yr) to (mo/yr)

What is your reason for leaving your current place of employment? _____



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Spiritual and Philosophical Information

Please answer the following questions using Scriptural reference when applicable. Use additional sheets if necessary.

1. How do you know that you are a Christian?

2. Explain your baptism (type, name and denomination of baptizing church).

3. Why do you want to work at Grace Christian School?

4. I have read and agree with all statements in the [Grace Baptist Church Statement of Faith](#).
_____ Please initial to affirm.

References

Present Pastor: _____

Pastor phone: _____ Pastor email: _____

Present Administrator: _____

Administrator phone: _____ Administrator email: _____



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Church Membership

Grace Christian School staff members are required to be members of Grace Baptist Church, or a member in good standing of a church of like faith. This includes regular attendance to Sunday morning services and a church ministry involvement.

I agree to comply with this requirement of employment: Yes / No

Applicant's Statement

I verify that the information in this application is true and complete to the best of my knowledge. I authorize any references or churches listed in this application to submit to Grace Christian School any and all information that they may have regarding my character and fitness for working with children and regarding my personal and employment history or other related matters as may be necessary in arriving at any employment decision.

Applicant Signature: _____ **Date:** _____

Application checklist:

___ Cover letter indicating position sought.

___ Updated resume.

___ Appropriate staff application form filled out completely.

___ Completed employee screening form.

___ Sealed transcripts from all educational institutions mailed to 7210 Race Track Road Bowie, MD 20715