



GRACE

Preparatory School of Stafford, VA
Building a Firm Foundation for a Life of Serving Christ

Staff Application 2025-2026 School Year

Date of Application ____/____/____

** PLEASE PRINT CLEARLY **

CONTACT INFORMATION

FULL NAME _____

SOCIAL SECURITY NO. _____

E-MAIL ADDRESS _____

PRESENT STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

How long at this address? _____ (____) _____ - _____
HOME PHONE CELL PHONE

List additional addresses where you have resided in the past 5 years:

PROFESSIONAL QUALIFICATIONS

Grace Preparatory School seeks potential staff members with both formal training and practical experience in the areas they will be working. We recognize that the foremost qualifications are a strong desire to serve God using the talents He has given for His glory, and the desire to be an influencer for His eternal Kingdom. Our employees may come from a variety of backgrounds, including private and public schools as well as the business sector. Formal training is valued, however, GPS also values extensive knowledge of and practical experience. GPS strives to hire the most qualified employees based on the education, gifts, talents, expertise and experience of applicants.

Education:

High school: _____ City/State _____

Year of graduation: _____

Collegiate Undergraduate and Graduate Studies:

College/University _____ Address _____

Major(s) _____ Minor(s) _____

Degree attained or number of credits _____ Dates attended: ____/____ to ____/____ (month/year)



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College/University _____ Address _____

Major(s) _____ Minor(s) _____

Degree attained or number of credits _____ Dates attended: ____/____ to ____/____ (month/year)

College/University _____ Address _____

Major(s) _____ Minor(s) _____

Degree attained or number of credits _____ Dates attended: ____/____ to ____/____ (month/year)

EMPLOYMENT HISTORY

Please start with your current employer and list your last 3 employment positions.

Are you currently employed? Yes ☐ No ☐ If so, may we inquire of your present employer? Yes ☐ No ☐

1. Employer _____ Supervisor's name & phone _____
Address _____ Your Position _____
Dates of Employment ____/____ to ____/____ Reason for leaving _____

2. Employer _____ Supervisor's name _____
Address _____ Your Position _____
Dates of Employment ____/____ to ____/____ Reason for leaving _____

3. Employer _____ Supervisor's name _____
Address _____ Your Position _____
Dates of Employment ____/____ to ____/____ Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? Yes ☐ No ☐

If so, what name? _____



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Military Service Record

Branch of Service _____ Occupation _____

Rank _____ Dates of Service ____/____/____ to ____/____/____ Honorably Discharged: Yes ☐ No ☐

If no, please explain on a separate sheet of paper.

REFERENCES

Please list people you have known for at least 2 years. Do not list family members or relatives for references.

Personal references:

Name

Email address

Phone number

1. _____

Nature of your acquaintance: _____

2. _____

Nature of your acquaintance: _____

Professional reference: (Reference who is qualified to speak of your professional training and/or work experience.)

Name

Email address

Phone number

Position _____ School _____

Have you ever been convicted of a felony or had any child abuse or child endangerment charges brought against you? Yes ☐ No ☐ If yes, explain on a separate sheet and attach to this application form.

Note: Since you will be working with children, you must agree to have a Social Services and Criminal Records Background Check performed.



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CHURCH AFFILIATION

Name of your local church _____ Denomination _____

Do you regularly attend? Yes ☐ No ☐ How long? _____ Are you a member? Yes ☐ No ☐

Pastor's name _____ Phone number _____

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

With what other types of Christian service have you had experience? _____

PERSONAL TESTIMONY AND PHILOSOPHY

Grace Preparatory School operates as a Christian ministry with the stated aim of "assisting parents in educating their children in a way that is both academically excellent and God-honoring, preparing them for higher academics and a life of serving Christ wholeheartedly." Therefore, we seek to employ fully committed Christian employees who feel strongly called by God to this ministry. Employees must be in agreement with our fundamental Statement of Christian Faith and agree to abide by our non-denominational position. These two statements are on the following page and must be signed in good conscience by each person seeking employment.

On a separate sheet of paper, please succinctly answer each of the questions below.

1. Please tell us what it means to you to be a Christian. Summarize your relationship with Jesus Christ and how and when you came to know Him.
2. Why do you wish to work in a Christian school?
3. How do you believe that the Bible and its principles relate to the education of children?
4. What do you feel are your personal strengths and weaknesses as relating to the job you are applying for?



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GRACE PREPARATORY SCHOOLS STATEMENT OF FAITH

What we believe...

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is only one God, Creator of the Heavens and the Earth, 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,
 - which is to say He is God incarnate (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 vicarious and atoning death on the cross, the perfect and final substitutionary sacrifice for the sin of mankind (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9);
 - His bodily resurrection (John 11:25; 1 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; Revelation 19:11).
4. We believe in the absolute necessity of regeneration 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 we are saved, not by any works of our own can we merit salvation (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. 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 (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 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; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).



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8. We believe that God wonderfully and immutably creates each person as male or female. These two distinct complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

9. 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). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I 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 behavior, bisexual conduct, bestiality, and use of pornography) is sinful and offensive to God (Matt 15:18-20; I Cor 6:9-10).

11. We believe that in order to preserve the function and integrity of Grace Preparatory School as the local body of Christ, and to provide a Biblical role model to the GPS members and the community, it is imperative that all persons employed by Grace Preparatory School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16, Phil 2:14-16, I Thess 5:22).

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, I 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 doctrines of Grace Preparatory School.



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NON DENOMINATIONAL POSITION

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

Please carefully read our Statement of Faith and indicate your degree of support.

☐ I fully support the Statement as written without mental reservations.

☐ 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.

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 ☐

Signed

Date



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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Grace Preparatory School 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 Grace Preparatory School 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 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 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 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.

Signature of Applicant

Date



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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made an application for a position with Grace Preparatory School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all 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 Preparatory 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 Grace Preparatory School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Signature of Applicant

Date



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BACKGROUND SCREENINGS FOR VOLUNTEERS AND EMPLOYEES

Grace Preparatory School utilizes Protect My Ministry (PMM) to do all background screenings for volunteers and employees. PMM gives us the capability of doing background screenings online. Please provide your full name, date of birth and SSN below to assist us in the screening process.

Thank you for taking the time to provide the following information. If you have any further questions, please contact me.

Jennifer Hanes
Head of Administration
Grace Preparatory School

SIGNATURE _____

PRINT NAME _____

SSN _____

DOB _____