



GRACE SCHOOL
10219 ELLA LEE LANE
HOUSTON, TEXAS 77042
713-782-4421 FAX 713-267-5056

EMPLOYMENT APPLICATION

GENERAL INFORMATION

Name: _____

Street: _____ Daytime Telephone: _____

City: _____ Evening Telephone: _____

State: _____ Zip: _____ Email: _____

Have you previously applied for a position at Grace School? ☐ Yes ☐ No If yes, when? _____

Are you seeking ☐ part-time ☐ full-time work?

Position desired? _____

(If teaching position, include age level and subject area desired)

Are you currently employed? ☐ Yes ☐ No

May your present employer be contacted regarding this application? ☐ Yes ☐ Not at this time

EDUCATION

| School | Name and Location of School | Course of Study | Number of Years Completed | Did You Graduate? | Degree or Diploma |
|-------------|-----------------------------|-----------------|---------------------------|---|-------------------|
| High School | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List any certificates or licenses you hold that may help qualify you for employment.

Teacher Certification _____ State _____ Major _____ Minor _____

License or Certificate Number _____ Exp. Date: _____

License or Certificate Number _____ Exp. Date: _____

List any co-curricular activities, student clubs, sports you would be interested in teaching, leading, or coaching.

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

| | |
|--|---------------------------------|
| Company Name | Telephone |
| Address | Employed (State Month and Year) |
| | From To |
| | Weekly Pay |
| Name of Supervisor | Start Last |
| State Job Title and Describe Your Work | Reason for Leaving |
| | |

| | |
|--|---------------------------------|
| Company Name | Telephone |
| Address | Employed (State Month and Year) |
| | From To |
| | Weekly Pay |
| Name of Supervisor | Start Last |
| State Job Title and Describe Your Work | Reason for Leaving |
| | |

| | |
|--|---------------------------------|
| Company Name | Telephone |
| Address | Employed (State Month and Year) |
| | From To |
| | Weekly Pay |
| Name of Supervisor | Start Last |
| State Job Title and Describe Your Work | Reason for Leaving |
| | |

REFERENCES

Please list four references (including your current, or most recent supervisor) who can speak to your character, qualifications, background and work experience.

| Name | Email Address | Telephone | Relationship |
|------|---------------|-----------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

PERSONAL

Please describe your special talents, interests, and/or hobbies. _____

List professional, civic, service organizations, etc... in which you hold memberships whose purposes and/or its activities in your opinion relate to the position for which you are applying.

Have you ever pled guilty, no contest (nolo contendere) or been convicted of any offense ☐ Yes ☐ No
If yes, list all offenses, nature of offense and where they occurred.

All new employees will be required to verify eligibility to work by completing an INS Form I-9. If hired, can you verify your authorization to work in the United States? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Have you ever been asked to resign or been discharged from any position? ☐ Yes ☐ No

OBJECTIVE

Discuss your reasons for seeking a position at Grace School.

FAITH STATEMENT

I believe in God the Father, Jesus Christ as God Incarnate, and the Holy Spirit as the giver and sanctifier of life. I confess my faith in Jesus Christ as personal Lord and Savior and will strive to reflect the love of Christ and Christian values in my personal and professional life.

Please confirm your belief in the Faith Statement by signing your name.

Signature

Date

I certify that the above responses are true and correct to the best of my knowledge and belief. I understand that Grace School intends to rely upon these responses in determining acceptability for employment and agree that, if I am employed by Grace School, my failure to provide correct responses shall be the basis for immediate dismissal from employment.

Signature

Date

GRACE SCHOOL MISSION

Our mission is to provide a rigorous educational program that embraces the teachings of Jesus Christ in a safe and inclusive environment.

GRACE SCHOOL VISION

To inspire compassionate, thoughtful students eager to engage in the world around them.

GRACE SCHOOL CORE BELIEFS

- Faith in Christ is present as we initiate purposeful change and commit to serving others.
- In an ever-evolving world, learners require engaging instructional strategies in innovative environments.
- Family and community partnerships are essential for student growth and progress..

RETURN TO:

Director of Human Resources
Grace School
10219 Ella Lee
Houston, TX 77042

Phone: (713) 267-8707
Fax: (713) 267-5056
Office Hours: 7:30 a.m. - 3:45 p.m. weekdays