



Grace Christian Schools
Devon Rickabaugh, Assistant Superintendent
District Office
855 Chevy Way
Medford, OR 97504
(541) 608-1331
Fax (541) 608-1369
darmas@gracechristian.org
www.gracechristian.org

Dear Applicant:

Thank you for your inquiry into working at Grace Christian Schools. You should know that we, first of all, view our school as a ministry and we recognize that applicants become staff only by the moving of God through the Holy Spirit. As God leads the prospective employee, 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 981 students in Pre-School through 12th 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 Association of Accredited Schools (NAAS). 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 to the human resources office located in Cascade Christian High School. 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
CLASSIFIED STAFF APPLICATION FORM



Cascade Christian High School
855 Chevy Way
Medford OR 97504
Office: (541) 772-0606
jhoffman@gracechristian.org

Grace Christian Schools District Office
855 Chevy Way
Medford OR 97504
Personnel: (541) 608-1331
darmas@gracechristian.org

Grace Christian School
649 Crater Lake Avenue
Medford OR 97504
Office: (541) 772-1438
sbroughton@gracechristian.org

Please fill out this form as completely as possible.

A. APPLICANT'S NAME AND ADDRESS:

FULL NAME: _____

DATE OF APPLICATION: ____/____/____ DATE AVAILABLE: ____/____/____

PRESENT ADDRESS: _____

How long have you lived at the address above? _____

PERMANENT MAILING ADDRESS: _____

PHONE: Days () _____ Evenings () _____

EMAIL: _____

B. PERSONAL INFORMATION:

Have you ever been dismissed, resigned to avoid being dismissed, or asked to resign from a position?
Yes ____ No ____ If yes, please explain. Use the reverse side if necessary.

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
Yes ____ No ____

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing any type of Moral impropriety, or any type of felony? Yes ____ No ____ If yes, indicated the nature of offense, Date, court, and disposition. _____

C. POSITION DESIRED: (Please check all that apply.)

- SECRETARY BOOKKEEPER LIBRARY
AIDE AFTER SCHOOL PROGRAM PK/K ENRICHMENT PROGRAM
BUS DRIVER HOLY JOE'S/FOOD SERVICE JANITOR/MAINTENANCE
COACH OTHER: FACILITY

D. CHRISTIAN BACKGROUND:

Spiritual Preparation (Brief statement of your relationship to God)

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

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

Denominational preference _____ Place _____

Do you attend regularly? _____ Member _____

Hold an office _____ If so, what office? _____

What is your attitude toward alcoholic beverages, smoking, recreation and entertainment?

If a particular activity or practice were “questionable” in terms of your testimony, as a leader in a ministry of this church, would you be willing to set this activity or practice aside for the time of your ministry here?

Do you agree with the Statement of Faith given within this application form? ____yes ____no

What is your view of authority and obedience as a staff member in a Christian School?

Please write a brief resume of your life, especially describing your personal relationship to Jesus Christ and His leading in your life.

E. EDUCATIONAL BACKGROUND:

School	City and State	Years From – To	Diploma/Degree
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Secondary

College

Graduate or
Other

F. PERSONAL PHILOSOPHY:

What justification do you feel there is for the time, money and effort invested in Christian education?

Please state your opinion of distinctive characteristics of the Christian school:

If you have children, do you plan on sending them to Christian school? _____

G. WORK EXPERIENCE:

Month – year	Name and Address of Employer	Position	Reason for Leaving
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From
To

From
To

From
To

G. WORK EXPERIENCE (cont.):

Professional & Technical Associations: (Give names and dates of memberships)

Interests or hobbies:

Experience with children:

H. ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS:

Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please explain.

I. REFERENCE DATA:

Please list names, addresses and phone numbers of individuals who will testify to your:

Spiritual Qualifications:

1. _____
2. _____
3. _____

Work Abilities:

1. _____
2. _____
3. _____

Please return this application to:
Grace Christian Schools
855 Chevy Way
Medford, Oregon 97504
Attn: Human Resources

*Thank you for your interest in Grace Christian Schools.
We pray that the Lord will make His leading clear to
you as you endeavor to serve Him.*

Updated 9/25/09

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