



Dear Prospective Employee,

On behalf of Gardere Community Christian School, a school committed to excellence, I would like to extend to you the opportunity to be a part of our faculty or staff. Our school focuses on students learning well the core academic subjects of language arts, mathematics, sciences and humanities, but equally focuses on the spiritual and character development of each child. Gardere Community Christian School was established to provide a quality education for students in the Gardere Area who desire to excel in academics and for parents who desire for their children to have structure, discipline, and a moral/spiritual foundation, regardless of their financial circumstances. Our faculty and staff play a big part in carrying out this goal and fulfilling our mission.

The enclosed information is provided to assist you with applying for a position here at GCCS. To be considered for a teaching or staff position, please complete the enclosed application and submit all supporting documents listed that pertain to your position. Email to me at [laurendarden@gardereschool.com](mailto:laurendarden@gardereschool.com) or mail the completed packet to the school at: 8538 GSRI Avenue, Baton Rouge, LA 70810. After review of your application, you will be notified concerning an interview with the hiring committee and possibly performing a demonstration lesson if you have not already done so.

I believe that being on staff at Gardere Community Christian School will be one of the most rewarding work experiences you may have as you invest in the life of the children and families we serve. I look forward to reading over your application and sharing it with the committee.

Yours truly,  
Lauren Darden  
Principal

*Our Mission is to provide a firm Christian foundation in the educational and spiritual life of children in the Gardere neighborhood, encouraging them to grow into and become the person God created them to be.*

**Gardere Community Christian School**  
8358 GSRI Avenue, Baton Rouge, LA 70810  
225-387-5082



## **GCCS STATEMENT OF FAITH**

- We believe that the Scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.
- We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit
- We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.
- We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.
- We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
- We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith are born again into the family of God.
- We believe that the family of God is the church, which is the body of believers of which Christ is the head.
- We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost.



### APPLICATION FOR FACULTY/STAFF POSITION

Please submit this application with a cover letter explaining why you believe you would be a valuable addition to the Gardere Community Christian School faculty or staff.

\_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Last Name                                      First                                      Middle                                      Gender

\_\_\_\_\_ Street Address                                      City                                      State                                      Zip

\_\_\_\_\_ Home Phone                                      Cell or Other Phone

\_\_\_\_\_ E-mail address                                      Social Security Number

Are you legally authorized to work in the United States and can you provide written proof of that authorization? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLYING FOR:**     Full time                                       Part time                                       Substitute

**POSITION FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

**Please list any friends or relatives employed by GCCS:** \_\_\_\_\_

**How did you hear about GCCS?** \_\_\_\_\_

Ethnicity (Optional):    \_\_\_ Black (A /A)    \_\_\_Caucasian    \_\_\_Hispanic    \_\_\_Asian    \_\_\_Other

*Gardere Community Christian School is an "equal opportunity employer." GCCS will not discriminate and will take "affirmative action" measures to ensure against discrimination on the basis of race, creed, color, national origin, or gender in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for all employees or job applicants.*

*Faith is not a factor in the admission process, but is a daily part of life for students including participation in Bible study, worship services, and chapel attendance. A statement of faith for Gardere Community Christian School is also included in this application packet.*



**EDUCATION:**

---

High School \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Diploma Received? Yes \_\_\_ No \_\_\_

---

College/University \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Degree Received? Yes \_\_\_ No \_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_

---

College/University \_\_\_\_\_ City, \_\_\_\_\_ State \_\_\_\_\_ Degree Received? Yes \_\_\_ No \_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_

**Official Sealed College/University transcripts enclosed? Yes [ ] Will follow [ ]**

**Additional Studies:**

Academic Honors at College: \_\_\_\_\_

Scholarships or Grants at College: \_\_\_\_\_

Activities, Hobbies, or other Areas of Interest: \_\_\_\_\_

---

Special areas of interest that are relevant to your qualifications for the position for which you are applying: \_\_\_\_\_

---

List and briefly explain any volunteer work that you perform currently or have in the recent past, including length of involvement: \_\_\_\_\_



**PROFESSIONAL EXPERIENCE:** List the three most recent positions beginning with the current or most recent position. Please explain any gaps in your employment history. Use additional sheets if necessary.

Present Salary: \$ \_\_\_\_\_ Salary Expected: \$ \_\_\_\_\_

Name of Employer/Business: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position Held \_\_\_\_\_

Name of Supervisor and phone number: \_\_\_\_\_

May we contact this person?  yes  no

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Name of Employer/Business: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position Held \_\_\_\_\_

Name of Supervisor and phone number: \_\_\_\_\_

May we contact this person?  yes  no

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Name of Employer/Business: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position Held \_\_\_\_\_

Name of Supervisor and phone number: \_\_\_\_\_

May we contact this person?  yes  no

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

Briefly state your short-term goals: \_\_\_\_\_

Briefly state your long-term goals: \_\_\_\_\_

Have you ever been terminated or discharged from a job, or have you ever resigned from a job during a period of investigation? If so, please explain: \_\_\_\_\_



---

**PROFESSIONAL REFERENCES:** (Please do not list relatives; may include references from volunteer work you have performed, a pastor, or youth leader)

1. \_\_\_\_\_

Name	Position	Telephone
------	----------	-----------

---

Email address

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

2. \_\_\_\_\_

Name	Position	Telephone
------	----------	-----------

---

Email address

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

3. \_\_\_\_\_

Name	Position	Telephone
------	----------	-----------

---

Email address

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

**PERSONAL REFERENCE:** (Please do not list relatives)

1. \_\_\_\_\_

Name	Position	Telephone
------	----------	-----------

---

Email address

---

Street Address	City	State	Zip Code
----------------	------	-------	----------

**CERTIFICATION AND SIGNATURE**

I certify that the information given on this application is true and complete to the best of my knowledge. I understand that false or misleading information given in my application or during interviews will be grounds for the denial or immediate termination of my employment.



If hired, I agree to comply with all rules and regulations established by Gardere Community Christian School. I agree to cooperate in any investigation conducted by the School, including searches, background checks, or substance abuse testing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## REQUIRED PAPERWORK CHECKLIST

The following are to be supplied as part of the application process. An application is considered incomplete if any of the following are missing or an explanation has not been given as to why an item is missing.

- € Application for Faculty /Staff Employment (pages 2-6 of this document)
- € One copy of Signed Non-Discriminatory Policy (on following page, required for all staff positions)
- € Educational Philosophy (required for all Academic Faculty positions, max. 100 words)
- € Philosophy of Discipline in the School (required for all Academic Faculty positions, max. 100 words)
- € Statement of Personal Faith (required for all staff positions, max. 100 words)
- € Strengths as a teacher and/or person and how these will help you fulfill your position at Gardere Community Christian School (required for all staff positions, max. 100 words)
- € Resume
- € Official/Sealed College Transcripts
- € 3 Letters of Reference  
(2 Professional, 1 Personal and may be from references listed on page 4)
- € Copy of Teaching Certificate
- € PRAXIS or NTE scores

Following an in-person interview and review of the above documents, GCCS requires demonstration lessons for all teaching positions.

### Mail or drop off your completed packet to:

**Gardere Community Christian School  
Attn: Lauren Darden  
8538 GSRI Avenue  
Baton Rouge, LA 70810**

Full applications can also be scanned and emailed to [Laurendarden@gardereschool.com](mailto:Laurendarden@gardereschool.com).





## **STATEMENT ON NON-DISCRIMINATION**

Gardere Community Christian School is committed to providing an inclusive and welcoming environment for all members of its school community and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the School's policy not to discriminate in offering access to its educational programs and activities or with respect to employment terms and conditions on the basis of race, color, national or ethnic origin, gender, age, or religion. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

### Anti-Discrimination Policy

Gardere Community Christian School admits students of any race, color, national or ethnic origin, gender, or religion to all the rights privileges, programs, and activities generally accorded or made available to students at the school. GCCS does not discriminate on the basis of race, color, national or ethnic origin, gender, or religion in administration of its educational policies, admissions policies, tuition assistance programs, and other school-administered programs.

Gardere Community Christian School is an "equal opportunity employer." GCCS will not discriminate and will take "affirmative action" measures to ensure against discrimination on the basis of race, creed, color, national origin, or gender in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for all employees or job applicants.

Faith is not a factor in the application process, but is a daily part of life for students including participation in Bible study, worship services, and chapel attendance.

By signing below, I certify that I have read and received a copy of Gardere Community Christian School's Non-discrimination Policy and the Statement of Faith for my files.

Employee Name Printed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_