

Substitute Teacher/Aide/After School Care Employment Application

Which position are you applying for? Check all that apply.

Substitute Teacher
Aide
ASC (After School Care)

A. CONTACT INFORMATION

Full Name: _____ Application date: _____

Previous name(s): _____ Date available: _____

Complete address: _____
(Street or P.O. Box) (City) (State) (Zip)

Length of time at above address: _____ Home phone: _____

E-mail address: _____ Cell phone: _____

Permanent address and phone number if different than present address:

B. CHRISTIAN BACKGROUND

Have you accepted Jesus Christ as your Lord and Savior? _____ Yes _____ No

If yes, please state when: _____

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

Please carefully read the attached Statement of Faith and indicate your degree of support by checking the applicable blank.

_____ I have read and do fully support without reservations the Statement of Faith as written.

_____ I have read and support the Statement of Faith **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.

Denominational preference: _____ Local church affiliation: _____

Are you presently a member in good standing? _____ Yes _____ No Years: _____

C. EDUCATION

Please list college or vocational programs you have completed. Attach additional information as needed.

High School/College/University Location Major Dates Degree

D. CERTIFICATION

Do you have an AACSB Teaching Certificate? _____ Yes _____ No

Level: _____ Expiration: _____

Do you have a state teaching certificate? _____ Yes _____ No

If yes, specify which state(s): _____

Endorsements	Semester hours in concentration area
_____	_____
_____	_____
_____	_____

E. EMPLOYMENT

Please start with your most recent employer first and account for the past ten years. You may include volunteer and paid experience. Attach additional information as needed.

Position: _____ Dates of Employment: _____

Employer/Address: _____

Supervisor/Title: _____ Phone: _____

Reason for leaving: _____ Salary: _____

Position: _____ Dates of Employment: _____

Employer/Address: _____

Supervisor/Title: _____ Phone: _____

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Position: _____ Dates of Employment: _____

Employer/Address: _____

Supervisor/Title: _____ Phone: _____

Reason for leaving: _____ Salary: _____

Position: _____ Dates of Employment: _____

Employer/Address: _____

Supervisor/Title: _____ Phone: _____

Reason for leaving: _____ Salary: _____

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

If so, what was the name or names? _____

Have you served in the military? ____ Yes ____ No

If yes, please state branch, rank, experience, types of training or education you received:

Have you ever been released or discharged from employment or resigned to avoid such release or discharge? ____ Yes ____ No

If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation.

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct or harassment policy?

_____ Yes _____ No

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?

_____ Yes _____ No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

_____ Yes _____ No

Have you ever pleaded guilty to or been convicted of at least one violation of criminal law, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?

_____ Yes _____ No

If yes, please attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from employment.)

Have you signed a contract for next year with another educational institution?

_____ Yes _____ No

Do you have the legal right to work in the United States?

_____ Yes _____ No

Are you able, with or without reasonable accommodations to perform the functions of the job for which you are applying?

_____ Yes _____ No

Days absent from work last year: _____

F. EXPERIENCE

Please list any other relevant experience or skills that would assist you in the position you are applying for:

G. REFERENCES

Please provide current information. Individuals listed may not be family members or relatives and should be other than those who have submitted written letters of reference. List three references who are qualified to speak of your spiritual qualifications and Christian service. **Please list your current pastor first.**

Name/Address	Phone	Position
1. _____		
2. _____		
3. _____		

Please describe the degree with which you are familiar with various Christian or secular textbook series (e.g., ACSI, A Beka, Bob Jones, Saxon Math, Open Court Reading, etc.).

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Rebecca Creek Christian Academy prohibits discrimination in its employment practices against any person because of race, color, national or ethnic origin, gender, age, marital status, or qualified disability.

I hereby certify that the facts set forth in this application 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 Rebecca Creek Christian Academy 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 of my testimony and work record. I authorize the school to thoroughly investigate my past work records and evaluations, education, and other matters related to my suitability for the position.

I authorize references and former employers to disclose any and all information of a confidential or privileged nature including employment records, performance reviews, letters, reports, and other information related to my life and employment without giving notice of such disclosure. I authorize Rebecca Creek Christian

Academy and its agents to conduct a thorough criminal records check and understand that I may be required to submit fingerprints. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such investigation.

I release Rebecca Creek Christian Academy and any organization, company, institution, or person furnishing information to the school and its agents as expressly authorized above, from any and all claims, demands, or liability for damage arising from or in any way related to such investigation or disclosure. I waive the right to personally view any references given to the school.

I understand and agree that any offer of employment that I may receive from Rebecca Creek Christian Academy is conditioned upon the receipt of background information, including criminal justice information. The school may refuse employment or terminate conditional employment if the school deems any background information to be unfavorable or that could reflect adversely on the school or on me as a Christian role model.

I declare that during the past year I have not engaged in, nor am I engaging in at the current time, and promise that I will not during the term of my employment, engage in inappropriate sexual conduct, which includes but is not limited to behaviors such as heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), gay, bisexual, and or transgender conduct, homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I certify that I have carefully read and do understand the above statements and do declare that the above statements are factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this school. I understand that this application does not constitute an agreement or contract for employment.

Applicant's Signature

Date