



October 12, 2017

Dear Substitute Teacher applicant,

Thank you for your interest in becoming a substitute teacher at Faith Christian School. We are looking to add several substitutes to our list. Substitutes need to generally be available to come in the same day they receive a call around 6:00 am. We also have a specific need for substitutes who are generally available on Mondays as several of our current subs cannot work on Mondays. We need substitutes for both elementary and high school.

Our daily rate is \$60, with \$30 paid for a half day. The substitute school day begins at 7:45am and concludes at 2:15pm. A half day would begin at 7:45am and conclude at 11:00am, or begin at 11:15am and conclude at 2:15pm. We are a small school, some months we may need you only once or twice, or maybe not at all. Other months, especially if several teachers are ill, we may need you once or twice a week.

One of our current substitute teachers recently said that this is the only place she will sub because our students are so great. We have small class sizes – usually 12-18, never more than about 25. Our students all come from Christian homes and our teachers, including substitutes, must be professing Christians who regularly attend church worship.

If you are interested in being considered for our substitute teacher list, please complete the enclosed application and paperwork. You will need clearances – but don't apply for those until you have heard back from us. If you have current clearances (less than one year old), please include a copy with your application.

Blessings,

Leeann Long

Principal



## Substitute Teacher Application

Faith Christian School exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and arrange a phone interview. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

Your interest in being a part of the ministry at Faith Christian School is appreciated. We look forward to receiving your application. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. Applicant's Name and Address

Application date \_\_\_/\_\_\_/\_\_\_

Date available \_\_\_/\_\_\_/\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_  
\_\_\_\_\_

**B. Christian Background**

**On a separate paper, briefly give your Christian testimony and a description of your church involvement and service.**

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 any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a 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

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes \_\_\_ No \_\_\_ If yes, please write out on a separate page.

What is your local church affiliation? \_\_\_\_\_ Years? \_\_\_\_\_

Describe your routine of personal Bible study and prayer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Questions for Instructional Personnel**

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

To what degree are you familiar with various Christian or secular programs or textbook series? Any Preferences? \_\_\_\_\_

Describe how periodic evaluations have been helpful to you: \_\_\_\_\_  
\_\_\_\_\_

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_  
 \_\_\_\_\_

**D. Professional Qualifications**

**Please attach photocopies of all your postsecondary transcripts and teaching certificates.**

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? \_\_\_\_\_ Your minors? \_\_\_\_\_

Total units—(circle one) semester or quarter—*after* date of bachelor’s degree: \_\_\_\_\_

Cumulative grade point average: Bachelor’s \_\_\_\_\_ Graduate work \_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have an ACSI K–12 teaching certificate or administrator’s certificate?  Yes  No

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching or administrator’s certificate?  Yes  No State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Endorsement(s)

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?  
 \_\_\_\_\_

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

- Kindergarten  Elementary \_\_\_\_\_
- Junior High  High School \_\_\_\_\_

List any books, articles, conferences or seminars that recently have helped you grow professionally: \_\_\_\_\_

\_\_\_\_\_

Describe your level of computer and software program skills: \_\_\_\_\_

\_\_\_\_\_

Do you know a foreign language? \_\_\_\_\_ If yes, which language? \_\_\_\_\_

## E. Employment History

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

4. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_

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

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes  No

**F. Personal References**

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

**G. Personal Statements from All Applicants**

If you answer yes to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Can you provide the documents to prove that you are legally eligible for employment in the United States?  Yes  No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?  Yes  No

Are you currently being investigated or under a procedure by your current employer to consider your discharge for misconduct?  Yes  No

Have you ever been suspended, been discharged, or resigned in lieu of discharge from any position?  Yes  No

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

Have you ever entered a plea of guilty or a plea of "no contest" (nolo contendere), 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

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

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If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? \_\_\_\_\_

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Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules? \_\_\_\_\_

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Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered:

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## H. Applicant's Certification and Agreement

I understand that Faith Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. All employment decisions are made on the basis of merit and job requirements.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Faith Christian School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date

**I. Faith Christian School Statement of Faith**

We believe the Bible, Old and New Testaments, to be inspired by the Holy Spirit, the only infallible, authoritative Word of God

We believe in One God, Creator of all things, eternally existent in three persons, Father, Son and Holy Spirit.

We believe in both the humanity and deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His continued intercession for all believers.

We believe that for salvation of lost and sinful man, it is absolutely essential to receive by faith the Lord Jesus Christ, thus regenerated by the Holy Spirit, man becomes a Child of God.

We believe in the continuing ministry of the Holy Spirit, who convicts men of sin; and by indwelling the Christian, guides, instructs and empowers him/her for godly living and faithful service.

We believe in the spiritual unity of all believers in our Lord Jesus Christ, who is Head of the Body, the church.

We believe in the personal and imminent return of the Lord Jesus Christ to receive His bride, the church.

We believe in the resurrection of both the saved and the lost; the saved to eternal life with Christ and the lost to eternal damnation.

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Applicant signature

Date

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Administrator signature, *after* discussion with applicant

Date

## J. Faith Christian School Lifestyle Statement

Faith Christian School is a religious, nonprofit organization representing Jesus Christ throughout Monroe County and its surrounding areas. Faith Christian School requires its officers, employees, and volunteers who have unsupervised access to children to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). All will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. All are expected to demonstrate teachable spirits, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with one another.

The Faith Christian School Statement of Faith expects officers, employees, and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based upon race, sex or socioeconomic status. Therefore, Faith Christian School strives to see these attitudes eliminated and replaced by Christlike attitudes appropriate for maturing Christians such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Scripture, while not providing specific teaching regarding all social practices, does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to others. Based on this, Christians are called out of a motive of love to live circumspectly, demonstrating personal responsibility and being aware of the impact of our actions and attitudes on others (Rom. 14, 1 Cor. 8, Gal. 5:13). All are agreed to faithfully participate in a local church whose beliefs are in agreement with the school's statement of faith. (Heb. 10:25)

Moreover, Scripture recognizes that personal failures may occur (Jam. 3:2). When personal failures occur within our lives, we are to quickly repent, seek forgiveness and with the help of godly counsel and the empowerment of the Holy Spirit prevent these from getting a hold on our lives (1 John 1, James 5:16). Not following these steps would jeopardize ones continued role in employment, leadership or ministry responsibilities and service.

Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to heterosexual activity outside of marriage, sexual harassment, and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20, Heb 13:4). Faith Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Faith Christian School expects all of its officers, employees, and volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. Failure to do so may result in a reprimand or, in some cases, dismissal from employment or service. It is the goal of Faith Christian School that its role models have a lifestyle in which "He may have the preeminence" (Col. 1:18).

When circumstances arise calling into question the conduct of an officer, employee or volunteer with regard to this statement, a confidential committee comprised of a panel of peers (two board members, two faculty, two pastors) will be called by either the administration or Board president to hear and determine a Biblical resolution to the issue. The panels' decision must be unanimous.

As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

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Applicant's signature

Date

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Administrator's signature *after* discussion with applicant/volunteer

Date

*"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)*