

# Grace Academy, Inc.

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## **SUBSTITUTE TEACHER APPLICATION**

Your interest in **Grace Academy** is appreciated. We invite you to fill out this application and return it to our school office.

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 look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### **A. APPLICANT'S NAME AND ADDRESS**

Full name:

Present address:

Date available: \_\_\_/\_\_\_/\_\_\_ Phone: Days (\_\_\_)\_\_\_\_\_

Evenings: (\_\_\_)\_\_\_\_\_ E-mail: \_\_\_\_\_

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

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

### **B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

( ) Kindergarten \_\_\_\_\_ ( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_ ( ) High School

How did you learn about the position for which you are applying?

Can you submit verification of your legal right to work in the US?                      Yes                      No

**C. CHRISTIAN BACKGROUND**

**\* In your own handwriting, on separate paper, briefly give your Christian testimony.**

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 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.

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 \_\_\_

What is your local church affiliation?

Are you presently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

**\* If photocopies of all your postsecondary transcripts would be available, please attach. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total (*circle one*) semester or quarter units **after** date of Bachelor's degree \_\_\_\_\_

Sequentially list your educational experience with most recent first.

School's Name	Position	Dates
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Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

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

Endorsement(s) \_\_\_\_\_ List semester hours in endorsement area(s) \_\_\_\_\_

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past five years.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name/Phone Number \_\_\_\_\_

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

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name/Phone Number \_\_\_\_\_

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

**G. PERSONAL REFERENCES**

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first; Last Supervisor and a Personal reference.**

Name

Phone

1.

Complete Address \_\_\_\_\_

2.

Complete Address \_\_\_\_\_

3.

Complete Address \_\_\_\_\_

## H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Grace Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 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 **Grace 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 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 references and my former employers 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, 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 conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time.

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

*Signature of Applicant*

Date

