

Faith Christian School

7464 E Main St.
Mesa AZ 85207
Phone: 480-833-1983

www.Faith-Christian.org

P.O. Box 31300
Mesa AZ 85275
Fax: 480-325-1096

SUBSTITUTE TEACHER APPLICATION

Your interest in Faith Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

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 initial 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: _____

Application date: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (____) _____ Evenings: (____) _____

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 1st, 2nd, and 3rd choice in the parenthesis. To the right, please indicate the grades or subjects you would like to substitute for in order of preference:

() Preschool () Kindergarten () Elementary _____

() Junior High _____ () High School _____

Do you have a fingerprint clearance card? Yes ___ No ___

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? _____

PROFESSIONAL QUALIFICATIONS

What degree or degrees do you hold?

| Degree | Date Received | Issuing Institution |
|--------|---------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Your Major(s) _____

Your Minor(s) _____

Cumulative grade point average Bachelor's _____ Graduate work _____

Sequentially list your teaching experience with most recent first.

| School's Name | Grades or Subjects | Dates |
|---------------|--------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

| Endorsement(s) | List semester hours in endorsement area(s) |
|----------------|--|
| _____ | _____ |
| _____ | _____ |

*** Please attach photocopies of any certificates held.**

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may follow the same format on the reverse.

1. Position _____ Dates of Employment _____
Employer Name and Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Employer Name and Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

G. PERSONAL REFERENCES

*Do not list family members or relatives for references.

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

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____ | | |
| _____ | | |
| 2. _____ | | |
| _____ | | |

Give two references who are qualified to speak of your professional training and experience.

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____ | | |
| _____ | | |
| 2. _____ | | |
| _____ | | |

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 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 **Faith Christian School** 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