



# GRACE CHRISTIAN SCHOOL

## Substitute Teacher Application

### Applicant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mailing Address \_\_\_\_\_

Message Phone \_\_\_\_\_ Email Address \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_ Position Desired \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

### Personal Data

Are you presently authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you pleaded no contest to, or been convicted of, a first degree misdemeanor or a felony? \_\_\_\_\_

If yes, explain fully. \_\_\_\_\_

A conviction will not necessarily keep you from employment. Each conviction will be judged on its own merit with respect to time, circumstances, seriousness, and the position for which you are considered.

Indicate grade or subject in order of preference:

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

List memberships, offices, and honors obtained in:

High School \_\_\_\_\_

College \_\_\_\_\_

Since College \_\_\_\_\_

List periodicals/books that you have read lately that have interested you or helped you:

Spiritually \_\_\_\_\_

Professionally \_\_\_\_\_

What would you like to be doing five years from now? \_\_\_\_\_

What areas do you feel are your strengths? Weaknesses?

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Please list activities or sports that you would be capable of and willing to direct, sponsor, advise, or coach. (Please indicate grade or ability levels)

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**Christian Background**

Bible: Do you believe the Bible to be the inspired and only infallible authoritative Word of God, our final authority in all matters of faith, conduct, and truth?

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature \_\_\_\_\_

Church: Denominational preference \_\_\_\_\_

Local church affiliation \_\_\_\_\_

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

Service: In what church activities are you involved and with what degree of regularity?

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What other Christian service have you done since becoming a Christian?

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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Devotional Life: Describe how and when you read the Bible and pray.

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**Professional Qualifications**

Formal Training: What degrees do you hold?

Degree	Major	Date Received	Issuing Institution

Total semester credits after most recent degree \_\_\_\_\_  
Please attach copies of all your college transcripts.

**Teaching Credentials:**

Do you have an ACSI teaching certificate? \_\_\_\_\_

Type \_\_\_\_\_ Expires \_\_\_\_\_

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

Type \_\_\_\_\_ Expires \_\_\_\_\_

Endorsement(s) listed on certificate?  
\_\_\_\_\_

If you do not hold a certificate, what requirements do you lack?  
\_\_\_\_\_

Please attach copies of certificates held.

**Christian School Preparation:**

Have you had any courses in the Christian philosophy of education? \_\_\_\_\_

If so, where and when? \_\_\_\_\_

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_

Give details \_\_\_\_\_  
\_\_\_\_\_

List any conference in which you have participated or seminars that you have led. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how teacher evaluations have been helpful to you.

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Teaching Experience: Sequentially list your teaching experience with most recent first.

Place	Grade/Subjects	Dates

Number of years teaching experience: Public \_\_\_\_\_ Christian \_\_\_\_\_ Other Private \_\_\_\_\_

Give your reason for leaving your most recent position. \_\_\_\_\_

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Are you under contract for the ensuing year? Yes \_\_\_\_\_ No \_\_\_\_\_

Other Experience: List other work experiences that may have significance for this position.

Place	Type of Work/Experience	Dates

List any other educational opportunities that you have had including opportunities for travel.

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## References

Give three references qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for references. List your current pastor first.

Personal:

Name	Complete Address	Phone	Position

Professional:

Name	Complete Address	Phone	Position

## Personal Philosophy

On a separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.

1. What is your personal Christian philosophy of education?
2. Why do you wish to teach in a Christian school?
3. What are the main characteristics that should distinguish a Christian school from a public school?
4. What do you consider to be the proper classroom atmosphere for learning?
5. What is your philosophy of discipline?
6. Briefly give your Christian testimony.

## Statement of Faith

1. We believe the Bible to be the inspired and only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the 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, in His ascension to the right hand of the Father and in His personal return in the power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

I believe in and am committed to the school's Statement of Faith, listed above. I agree to abide by the guidelines and policies Grace Christian School and to carry out the instructions of my host teacher to the best of my ability.

## Applicant's Certification and Agreement

I understand that Grace Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I have made application for a position with Grace Christian School. I authorize Grace Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Grace Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I waive the right to ever personally view any references given to Grace Christian School.

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

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Applicant's Name (Print)

Applicant's Signature