



**Job Application for Substitute Teacher or Teacher Aid**

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

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.

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

**APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Permanent Address if different from the address above: \_\_\_\_\_

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

**WHAT IS YOUR AREA OF INTEREST?**

Substitute \_\_\_\_\_ Teacher's Aid \_\_\_\_\_

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

Preschool/Kindergarten? \_\_\_\_\_ Elementary \_\_\_\_\_ Middle School/High School? \_\_\_\_\_

Do you have any special skills or abilities?

\_\_\_\_\_  
\_\_\_\_\_

**CHRISTIAN BACKGROUND**

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 \_\_\_\_\_ Signature: \_\_\_\_\_

Please carefully read our Statement of Faith below and indicate your degree of support below.

**Seaside Christian Academy Statement of Faith**

We Believe:

1. In One God, the Creator and Sustainer of the universe, eternally existent in three persons: Father, Son and Holy Spirit.
2. God has authored, preserved, and protected the Bible, as His Word and our authority in all that we do.
3. That God created us in His image and has given us the responsibility over creation for His glory.
4. In the unique deity of the Lord Jesus Christ, who became human as the virgin-born Son of the living God.
5. That the Lord Jesus Christ died to pay for our sins and give to those who believe, eternal life with Him in heaven.
6. In the power of the Holy Spirit to restore and guide us in our relationship with God.
7. In the resurrection of our Lord Jesus from the dead and the promise of His return.
8. In the bodily resurrection and eternal reward of the saved and the everlasting punishment of the lost.
9. In the spiritual unity of ALL believers in our Lord Jesus Christ.
10. That marriage is one man and one woman as ordained by God.

\_\_\_\_\_ I fully support the Statement of Faith as written without mental reservations.

Signature: \_\_\_\_\_

I support the Statement of Faith except for the area(s) listed. (Please explain on separate piece of paper and attach to application) The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: \_\_\_\_\_

Denominational preference? \_\_\_\_\_

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

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

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

\_\_\_\_\_

On a separate paper, briefly give your Christian testimony.

**PROFESSIONAL QUALIFICATIONS**

Please be prepared to provide photocopies of all your transcripts.

Formal Training	What degree or degrees do you hold?	Issuing Institution
	Degree	
_____	_____	_____
_____	_____	_____

Teaching Experience

Sequentially list your teaching experience with most recent first.

School Name	Grades and Subjects	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Teaching Credentials (certificates.)

Do you have an ACSI Teaching Certificate? \_\_\_\_\_ (Please attach copies of any  
 What level? \_\_\_\_\_ Expiration Date? \_\_\_\_\_  
 Do You Have a State Teaching certificate? \_\_\_\_\_ What State? \_\_\_\_\_  
 Type of Certificate? \_\_\_\_\_ Expiration Date? \_\_\_\_\_  
 Any Endorsements? \_\_\_\_\_ List semester hours in endorsement area(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 If you do not hold a certificate, what requirements do you lack? \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format.

Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor's Name and Phone # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor's Name and Phone # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Dates of Employment \_\_\_\_\_ Supervisor's Name and Phone # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? \_\_\_\_\_ (yes or no)

If so, what was the name or names? \_\_\_\_\_

Have you already signed a contract for next year with any other educational institution? Yes \_\_\_\_\_ No \_\_\_\_\_

### **PERSONAL PHILOSOPHY**

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

- Why do you want to teach in a Christian school?
- What are the main characteristics that distinguish a Christian school from a public school?
- What do you consider to be the proper classroom atmosphere for learning?
- What is your philosophy of discipline? Your attitude toward physical punishment?
- What areas do you feel are your strengths?
- Please summarize any additional information that you would like to present regarding your candidacy for this position.

### **PERSONAL INFORMATION**

(If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation).

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or if you offered a resignation, your previous employer? Yes \_\_\_ No \_\_\_

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? Yes \_\_\_ No \_\_\_

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct? Yes \_\_\_ No \_\_\_

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

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? Yes \_\_\_ No \_\_\_

Have you ever entered a court plea of guilty, a court 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 Essential the duties and responsibilities of the position for which you are applying? Yes \_\_\_ No.

If yes, please explain. If you answered "yes" to 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?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**PERSONAL REFERENCES**

\* Do not list family members or relatives for references.

Give three references who are qualified to speak of your Christian character and service.

List your current pastor first.

Name	Phone	Email
Occupation		
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Give three references who are qualified to speak of your professional training and experience.

List your current or most recent principal or supervisor first.

Name	Phone	Email	Position
School			
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**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Seaside Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, age, or disability. 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 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 that I will be paid and receive benefits only through the day of release. I authorize Seaside Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job. 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 to 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.

Applicant's Name: \_\_\_\_\_ (Please print)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_