



**TRINITY OAKS
CHRISTIAN ACADEMY**

APPLICATION FOR SUBSTITUTE TEACHER

(Please use black ink when completing this form)

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

Teaching preference: () Kindergarten () Elementary () Junior High () High School

() Full-time () Part-time () Substitute

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

Please list activities or sports for which you would be capable and willing to direct, sponsor or coach. (Indicate grade or ability levels).

C. Christian Background

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 may 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? _____

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

D. Employment History

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on a separate sheet of paper.

1. Employer Name and Address

Position _____ Dates of employment _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Employer Name and Address

Position _____ Dates of employment _____

Supervisor's name and phone number _____

Reason for leaving _____

Employment History (continued)

3. Employer Name and Address _____

Position _____ Dates of employment _____

Supervisor's name and phone number _____

Reason for leaving _____

4. Employer Name and Address _____

Position _____ Dates of employment _____

Supervisor's name and phone number _____

Reason for leaving _____

5. Employer Name and Address _____

Position _____ Dates of employment _____

Supervisor's name and phone number _____

Reason for leaving _____

Have you served in the military? Yes ___ No ___ If yes, what type of training or education did you receive?

F. Personal References

Do not list family members or relatives for references. You will also need to sign the **Applicant's Certification and Agreement** and the **Authorization to Release Reference Information** forms that are a part of this application package.

Give two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** (email addresses are very helpful)

Name and Address	EMAIL	Phone	Position
1.	<hr/>		
2.	<hr/>		

Give two references who are qualified to speak of your professional training and experience. **List your current or most recent supervisor first.** (email address are very helpful)

Name and Address	EMAIL	Phone	Position
1.	<hr/>		
2.	<hr/>		

G. Spiritual Life and Educational Philosophy

*** On separate paper, please label and succinctly respond to each of the following:**

1. Tell how you came to know Jesus Christ as your personal Savior and Lord.
2. Describe your present relationship with the Lord and any other significant spiritual experiences.
3. Tell us about your habit of personal Bible study and prayer.
4. Why are you seeking a position at Trinity Oaks?

H. Applicant's Certification and Agreement

I understand that **Trinity Oaks Christian 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 **Trinity Oaks Christian 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.

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
