



# Bethlehem

Christian Academy

## Substitute Teacher Application

Bethlehem Christian Academy does not discriminate in its employment practices against any person because of race, color, national origin, gender, age, or qualified disability.

Application Date: \_\_\_\_\_

### Personal Information

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone (Cell/Home/Office): \_\_\_\_\_ Best time to call: \_\_\_\_\_

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

What grade level(s) are you interested in teaching?

Preschool  Elementary  Jr. High  High School

What days of the week are you available?

Monday  Tuesday  Wednesday  Thursday  Friday

Would you be interested in a long-term sub position should it become available?  Yes  No

Do you currently have children that attend BCA?  Yes  No

If yes, please list your child's name and grade.

\_\_\_\_\_

### Christian Background

Bethlehem Christian Academy requires that every employee manifest by daily example the highest Christian virtue and serving as a Christian role model (I Tim. 4:12) both in and out of the school to the children (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, and Christian living.

#### Bible:

Do you believe the Bible to be the ONLY inspired and inerrant Word of God, our final authority in all matters of faith, conduct, and truth?  Yes  No

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

**Statement of Faith:**

*Please carefully read our Statement of Faith and Code of Ethics. Indicate below your degree of support:*

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

\_\_\_\_\_ I support the Statement of Faith and Code of Ethic except for the area(s) listed and explained on the attached paper. (The exceptions represent either disagreement or items for which I have not yet fully formed an opinion or conviction.)

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

**Church:**

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

Are you presently a member in good standing? \_\_\_ Yes \_\_\_ No

**Service:**

Are you prepared to lead a young person to accept Christ as his or her personal Savior? Yes / No

Have you ever been involved in personal evangelism? \_\_\_ Yes \_\_\_ No

Please describe your experience(s): \_\_\_\_\_

**Testimony:**

Briefly describe your Christian testimony and give highlights of what God is doing in your life in the space provided below.

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

**Relevant Work Experience**

*List all degrees, training, or experience that may have significance for the type of position for which you are applying.*

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

College: \_\_\_\_\_

Advanced Degrees: \_\_\_\_\_

Training: \_\_\_\_\_

Experience: \_\_\_\_\_

Have you ever been charged or accused of any child abuse or other unlawful action toward children?

Yes  No If Yes, provide details: \_\_\_\_\_

Have you ever been charged with any offense involving a law enforcement officer?  Yes  No

If Yes, provide details: \_\_\_\_\_

### **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 that are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

Name/Complete Address	Email	Phone	Position
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1) \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_

\_\_\_\_\_

3) \_\_\_\_\_

\_\_\_\_\_

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Bethlehem 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 Bethlehem 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.

Since I will be working with children, I understand that I must submit to a background 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

**Thank you for applying with Bethlehem Christian Academy. Applicants who are selected will be contacted for further information.**

**Applications can be emailed to [humanresources@bcamail.org](mailto:humanresources@bcamail.org) or mailed to 544 Christmas Avenue Bethlehem GA. 30620.**