Substitute Teacher Application

Crossings Christian School exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Crossings Christian School is appreciated. We invite you to fill out this 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 love children, and who, by the pattern of their lives, are Christian role models. Applicants are prepared to teach, counsel, and minister to students consistent with Biblical truth (Luke 6:40).

We look forward to receiving your 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

Last name_____First name _____ Middle initial _____

Application Date_____Date available _____

Current address:_____

City _____ State _____ Zip _____

Phone: Daytime_____Evenings _____

Cell Phone _____Email _____

Best time to call? _____Length of time at this address? _____

Permanent address and phone number if different from current address_____

_____

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B. Position Desired

Please indicate your 1st and 2nd choices in the check boxes below:

- ☐ Lower School Substitute Teacher
- ☐ Middle School Substitute Teacher
- ☐ Upper School Substitute Teacher
- ☐ Substitute Receptionist

How did you learn about the position for which you are applying? _____

_____

Can you submit verification of your legal right to work in the United States? ☐ Yes ☐ No

What are your long-term professional and educational goals? _____

_____

C. Christian Background

On a separate paper in your own handwriting, briefly give your Christian testimony.

Please carefully read our Statement of Faith and Parent Covenant (Appendix 1 and 2) and indicate your degree of support.

- ☐ I fully support the Statement of Faith and Parent Covenant as written, without mental reservations.
- ☐ I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Do you have any additional doctrines or convictions not a part of the statement of faith that we should be aware of? ☐ Yes ☐ No If yes, please write out on a separate page.

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 currently a member in good standing? _____ Years? _____

D. Professional Qualifications

OPTIONAL: Only required if applying as a certified substitute.

Please attach photocopies of all your postsecondary transcripts. Should you be offered a position as a certified substitute, official copies of your transcripts, or copy of your state certification, must be provided to the school for inclusion in your personnel file.

What degree, or degrees, do you hold?

Degree	Issuing institution

Sequentially list your administrative/teaching experience with most recent first:

School name	Position	Dates

E. Employment History

Please start with your current or most recent employer and work backward for the past *five years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____Dates of employment_____

Employer _____Address _____

_____

Supervisor's name and phone number _____

Reason for leaving _____

_____

_____

_____

2. Position _____ Dates of employment _____

Employer _____ Address _____

_____

Supervisor's name and phone number _____

Reason for leaving _____

_____

_____

_____

F. Personal References

Do not list family members or relatives for references. Provide one reference who is qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	**Phone**	**Email**	**Position**

Give one reference who is qualified to speak about your spiritual experience and Christian service. List your current pastor, Crossings Community Church, or Crossings Christian School employee reference.

Name and complete address	**Phone**	**Email**	**Position**

G. Authorization to Release Reference Information

I have made application for a position as a _____with Crossings Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 Crossings Christian 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 Crossings Christian School.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

_____ _____

Applicant's Name (Print) Date

_____

Applicant's Signature

_____

Applicant's Social Security Number

H. Consent to Perform Background Check

I understand that Crossings Christian School does not unlawfully discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Crossings Christian School to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 may be asked to 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 conditional until the school has received the 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 application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

_____

Applicant Signature Date

Appendix 1: Parent Covenant

The School Board and Administration of Crossings Christian School encourage CCS parents to join together, pledging to uphold this covenant in order to glorify God through families, teachers, and students that embody His grace. At least one parent must pledge support of this covenant.

I/we as parent/parents have accepted Jesus Christ as our personal Lord and Savior.

I/we as parent/parents understand, agree, and will commit to the following statement of support:

1. To guide our children through a biblical worldview, recognizing CCS as a supportive partner. (Deut. 6:5-7; Col. 2:8; Matt. 22:37)
2. To pray earnestly for CCS, its families, faculty, staff, and administration. (James 5:16)
3. To serve the school in whatever capacity my time, talents, and gifts will allow, as a result of my growing personal faith in Jesus Christ. (Mark 10:43-45)
4. To live our calling to a higher standard of conduct as evidenced in our thoughts, our words, and our behavior both in school and to the outside community, because as a Christian community CCS bears witness to the character of the Lord Jesus Christ. (Eph. 4:1) As Christ followers, we do not engage in a lifestyle that is biblically immoral or illegal.
5. To preserve unity in the body, by seeking to resolve any conflict within the CCS community by addressing the matter appropriately with the person or persons directly involved. (Matt. 18:15-17)
6. To look for the good in our children's behavior and to praise them for demonstrating Christ-like character. (1 Cor. 13:4-7)
7. To communicate lovingly to other parents when we have valid concerns about their child's behavior, so that each of us as parents may guide our child to grow in Christ-like character. (Col. 3:12-17)
8. To attend school-related meetings designed to foster a community of CCS parents who are more equipped to work with the school and one another, to educate our children, and to be more unified in our ability to encourage one another in this high calling. (Heb. 10:25)

Appendix 2: Statement of Faith

1. The Bible is the perfect, inerrant, and inspired Word of God.
2. God exists eternally in three persons: Father, Son, and Holy Spirit.
3. Jesus Christ is God's eternal Son. Born of a virgin, He took the form of man; through His sinless life He taught men how to live. He was crucified as a sacrifice for our sins. He rose from the dead, according to the scriptures, and returned to heaven to prepare a place for us. He will come again to receive believers into the presence of God.
4. Men and women were created in God's image, were tempted by Satan and rebelled against God. Through repentance and personal faith in Christ, we are forgiven of our sins, reborn in a new relationship with God and placed into the body of Christ.
5. Marriage as sanctioned by God in Scripture joins one man and one woman in an exclusive union. We affirm the Biblical principles relating to marriage and sexuality as detailed in the CCS Statement on Marriage and Sexuality.

Crossings Christian School, (hereafter referred to as the “School”), will conduct a background investigation. Such investigation may include records of previous employment including work history, complaints and evaluations, criminal history information and motor vehicle records.

I understand that these searches will be used to determine employment eligibility under the School’s employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the School. In addition, I release and discharge the School and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from utilizing, retrieving and reporting this information.

The following are my responses to questions about my criminal record history (if any) with descriptions to any questions with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offenses? (Excluding minor traffic violations)

_____YES _____NO

If YES, please provide an explanation below:

2. Have you ever received deferred or suspended sentence or similar disposition for any federal, state or municipal criminal offence?

_____YES _____NO

If YES, please provide an explanation below:

I hereby certify that all information provided in this authorization is true, correct, and complete. I understand that if any information proves to be incorrect or incomplete that grounds for canceling of any and all offers of employment or volunteer positions will exist and may be used at the discretion of the employer.

Signature: _____

Date: _____