



148 S. Marina St.
Prescott, AZ 86303
(928) 445-2565

K-8 with Preschool/Extended Care

SUBSTITUTE TEACHER APPLICATION

Your interest in **Christian Academy of Prescott** is greatly appreciated. We invite you to fill out this application and return it to our school office. Your references will also be contacted, and a personal interview arranged.

We realize that the key to a successful Christian school is its faculty. We are seeking applicants who are professionally qualified, who really love children and teenagers, and who, by the pattern of their lives, are Christian role models (Luke 6:40). As a substitute teacher we expect the same qualities.

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 PERSONAL INFORMATION

| Last Name | First Name | M.I. | Maiden Name |
|--|-----------------------------------|-----------------------------------|-------------|
| <input type="checkbox"/> Male <input type="checkbox"/> Female | Birth Date (Month/Day Only) _____ | | |
| Current Address: _____ _____ | | | |
| Phone: Days (____) _____ | | Evenings: (____) _____ | |
| Best time to call you? _____ | | Availability Date: _____ | |
| E-mail Address: _____ | | | |
| Permanent Address & Phone (if different than current address): _____ _____ | | | |
| Marital Status: _____ | | If Married, Name of Spouse: _____ | |

B. IN WHAT GRADES WILL YOU SUBSTITUTE?

Preschool

Elementary (K-4) Grade Level: _____

Mid High (5-6) Subject (s): _____

Junior High (7-8) Subject (s): _____

Full time Part time

Can you submit verification of your legal right to work in the US? Yes No

C. CHRISTIAN BACKGROUND

*** On separate paper, briefly give your Christian testimony. Also please read carefully the attached Statement of Faith and indicate your degree of support.**

Denominational Preference: _____

Local Church Affiliation: _____

Church Member? _____ Regular Attender? _____ For how long? _____

Describe your routine Bible study and prayer. _____

D. PROFESSIONAL QUALIFICATIONS

** Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

What degree(s) do you hold?

| Degree | Date Received | Issuing Institution |
|--------|---------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Your Major(s): _____

Your Minor(s): _____

Teaching Experience (List Most Recent First):

| Name of School | Grades/Subjects | Dates |
|----------------|-----------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Number of Years of Teaching Experience: Public _____ Christian _____ Charter _____

Do you have an ACSI Teaching Certificate? Yes No

What level? _____ Remains valid for _____ years

Do you have a state teaching certificate? Yes No If so, what kind? _____

State _____ Remains valid for _____ years

Endorsement(s): _____ List semester hours in endorsement area(s)

** Please attach photocopies of any certificates held.*

E. PERSONAL PHILOSOPHY

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

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you believe about the origin of the earth and mankind?

F. EMPLOYMENT HISTORY

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names?

G. PERSONAL AND PROFESSIONAL REFERENCES

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

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____ _____ | | |
| E-Mail Address: _____ | | |
| 2. _____ _____ | | |
| E-Mail Address: _____ | | |
| 3. _____ _____ | | |
| E-Mail Address: _____ | | |

Give three references of those who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

| Name/Complete Address | Phone | Position |
|-----------------------|-------|----------|
| 1. _____ _____ | | |
| E-Mail Address: _____ | | |
| 2. _____ _____ | | |
| E-Mail Address: _____ | | |
| 3. _____ _____ | | |
| E-Mail Address: _____ | | |

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Christian Academy of Prescott** 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 the 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 **Christian Academy of Prescott** 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 by Protect My Ministry and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as 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 employments 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