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## SUBSTITUTE & TEACHER APPLICATION

Your interest in United Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. To help us evaluate your qualifications, please include your resume, letters of reference, and placement file if available. If we have continued interest in your candidacy, we will contact your references and may arrange for a personal interview. All applications and supporting materials received become the property of UC Academy and will not be returned.

The key to a successful Christian school is its faculty and staff. We are seeking applicants who are professionally qualified, genuinely love children, and who, by the pattern of their lives, are born-again Christian role models (Luke 6:40). It is our prayer that God will fulfill His perfect will for our school and in the lives of all applicants.

### **A. APPLICANT'S NAME AND ADDRESS:**

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

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date you would be available: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Best time to call? \_\_\_\_\_

Email(s): \_\_\_\_\_

**B. POSITIONS DESIRED:** Please indicate your preferred teaching assignments (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice) in the parentheses. To the right, please indicate your preferred grades or subjects.

( ) Preschool ( ) Kindergarten ( ) Elementary: \_\_\_\_\_

( ) Junior High: \_\_\_\_\_ ( ) High School: \_\_\_\_\_

I am willing to consider: ( ) full time ( ) part time ( ) substitute teaching

How did you learn of the opening? \_\_\_\_\_

If hired, can you verify your legal right to work in the United States? ( ) Yes ( ) No

**C. CHRISTIAN BACKGROUND:**

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

( ) My beliefs and conducts are in full agreement with the Statement. Initial: \_\_\_\_\_

( ) My beliefs and conducts are in agreement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Name of Church: \_\_\_\_\_ Denomination: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

\_\_\_\_\_

Describe your routine of personal Bible study and prayer.

\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS:**

**List the degrees you have earned.** Please provide a copy of all your postsecondary degree(s). Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in the personnel file.

Degree	Issuing Institution	Date Received	Major/Field	GPA

Have you had any courses in the Christian Philosophy of Education? If so, where and when?

\_\_\_\_\_

**Please list teaching certificates or licenses you hold.** Please attach photocopies of all your certificates and licenses.

Certificate/License	Issued by (State or Organization)	Grade Level/Subject	Expiration Date

If you do not hold a teaching certificate, what requirements do you lack?

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**E. EMPLOYMENT HISTORY:** Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on a separate page and attach to the application.

School/ Company	Address City, State, Zip	Position Held	Supervisor Name & Phone	Date (from/to)	Reason for Leaving

Please continue on a back or attach a separate page if additional space is needed

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

Is our school's salary schedule sufficient for your needs? \_\_\_\_\_

Our school requires that full-time faculty enroll their children here, if we have the appropriate grades and programs. Full time faculty members receive 75% discount for their children's tuition. If hired on a full-time basis, what are the grades that your child/ren will be enrolled at UC Academy?

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Please read the job description for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

( ) Yes ( ) No

If "yes" to question above, what reasonable accommodation would you need so that you would be able to perform the duties and responsibilities of this position?

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**F. ESSAY QUESTIONS:** On separate paper please label and succinctly answer in one or two paragraphs each of the questions below. If you are only interested in substitute teaching, you only need to complete questions #1-3. Please answer all the questions if you wish to be considered for permanent employment.

1. Please share your Christian testimony, including how you became a Christian.
2. The mission of UC Academy is "to educate students by combining academic excellence with a Christian worldview, equipping them to impact their world for Christ." What is a Christian worldview?
3. Give an example of how you would integrate a Christian worldview into your teaching.
4. Please share with us your philosophy/approach to managing your classroom.
5. What roles do parents play in the educational process? Please give examples of how you successfully worked with the parents of students under your care.
6. Please share your experience with lesson planning and curriculum development.
7. Have you ever led a child or youth to Christ? If yes, please provide details.
8. Our school ministers to children from different denominations. How would you handle a child's question if you knew that it was theologically controversial and the family's church held a different viewpoint than your own?
9. Current issues: We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your beliefs and practices in regard to:
  - a) wine, beer, and other alcoholic beverages
  - b) entertainment (music/dancing)
  - c) premarital sex, sexual activity outside of marriage
  - d) divorce and remarriage

- e) abortion
- f) homosexuality
- g) finance and personal debt

**G. 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.

**Personal References:** Give at least two references who are qualified to speak of your personal/spiritual experience and Christian service.

Name	Address, City, Zip	Phone & Email	Relation to you

**Professional References:** Give at least two references who are qualified to speak of your professional training and experience.

Name	Company	Address, City, Zip	Phone & Email

**H. WORK PERFORMANCE INQUIRY:** If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the incident or other appropriate explanation.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? ( ) Yes ( ) No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? ( ) Yes ( ) No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? ( ) Yes ( ) No

**I. APPLICANT'S CERTIFICATION AND AGREEMENT**

I, \_\_\_\_\_, understand that **United 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 and accompany documents 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.

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 agencies. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school to conduct a complete criminal 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 check. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered. The school may refuse employment or terminate employment if it deems any background information received as unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have submitted an application for a position of \_\_\_\_\_ with **United Christian Academy**. I authorize the school or its designee 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.

I hereby release United Christian Academy, my current and 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 United Christian Academy.

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

Applicant's Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_