



300 North 17th Street
Moorhead, MN 56560
Phone (218) 236-0500
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SUBSTITUTE TEACHER APPLICATION

APPLICANT'S NAME AND ADDRESS (please print or type)

Name _____ Application Date _____

Present Address: _____

City: _____ State: _____ Zip: _____

Phone: Days () _____ Email Address: _____

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:

POSITION DESIRED: Please indicate 1st, 2nd, and 3rd choices on the line to the left of the position. Then to the right, indicate the grades or subjects in order of preference:

___ Kindergarten
___ Lower elementary: _____
___ Upper elementary: _____
___ Art: _____
___ Music: _____
___ Physical Education: _____
___ Other: _____

Jr./Sr. High Subject Preference (if applicable):

___ Bible
___ Math
___ Science
___ English
___ Social Studies
___ Spanish
___ Computer
___ Other: _____

Can you submit verification of your legal right to work in the U.S.?

☐ Yes

☐ No

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach. (Also indicate grade or ability levels.)

CHRISTIAN BACKGROUND

Park Christian School policy requires that all employees acknowledge Jesus Christ as personal Lord and Savior and bear witness to having submitted to Him individually as an act of faith.

WE INTERPRET THAT ACKNOWLEDGEMENT TO BE:

1. The agreement with God that they are lost and separated from God by sin and that the consequences of this sin will be an eternity of separation from God in hell.

ROMANS 3:23-24 "For all have sinned and fall short of the glory of God, are justified freely by his grace through the redemption that came by Christ Jesus."

ROMANS 6:23 "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."

ROMANS 3:10 "As it is written: 'There is no one righteous, not even one.'"

ROMANS 10:9-10 "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved."

2. Having acknowledged this need, one must then accept by faith God's gift of love--forgiveness of sin. This gift is made possible Christ's redemptive act of dying in our place on the cross.

ROMANS 5:8 "But God demonstrates his own love for us in this: While we were still sinners, Christ died for us."

EPHESIANS 2:8-9 "For it is by grace you have been saved, through faith--and this not from yourselves, it is the gift of God--not by works, so that no one can boast."

JOHN 5:24 "I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned: he has crossed over from death to life."

JOHN 3:36 "Whoever believes in the Son has eternal life, but whoever rejects the Son will not see life, for God's wrath remains on him."

*Scripture taken from the New International Version.

Applicant: In accordance with Scripture, have you, by grace through faith, received Jesus Christ and acknowledged Him as your personal Lord and Savior? ☐ Yes ☐ No

If your answer is yes, for how long have you had such a relationship?

(If you respond "No" to the above question, you need not complete the remainder of the application.)

In your own handwriting, on separate paper, briefly give your Christian testimony.

- We believe** the Bible to be the inspired, the only infallible, authoritative Word of God, inerrant in the original manuscripts. We believe the inerrancy of Scripture embraces not only religious truth, but also the Bible's scientific, historical and literary features.
- We believe** that there is one God, eternally existent in three persons--Father, Son, and Holy Spirit.
- We believe** in the creation of man and all nature by the direct act of God, as recorded in Genesis.
- We believe** in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe** that all mankind is lost, sinful, and in need of salvation which comes only through regeneration by grace through faith.
- We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe** in the resurrection of both the saved and the lost; they that are saved into the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe** in the spiritual unity of believers in our Lord Jesus Christ.

Applicant: Please carefully read our Statement of Faith and indicate your degree of support.

- ☐ I fully support the Statement of Faith as written without mental reservations.
- ☐ I support the Statement of Faith 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.

Signature _____ Date _____

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

CHURCH INVOLVEMENT / DISCIPLESHIP / EVANGELISM

Denominational preference: _____ Church presently attending: _____

Church you are currently a member: _____ How many years: _____

Church activities currently involved in and with what degree of regularity:

What other Christian service have you done since becoming a Christian?

Are you capable of teaching a Bible class? ☐ Yes ☐ No

Describe your routine of personal Bible study and prayer.

PROFESSIONAL QUALIFICATIONS

List elementary school(s) attended and high school graduated from.

Institution	City and State	Grade completed:

What degree or degrees do you hold? _____

Degree

Date Received

Issuing Institution

Degree Major(s): _____ Degree Minor(s) or endorsements: _____

Total (circle one) semester or quarter units after date of bachelor's degree: _____

To what degree are you familiar with various Christian textbook series (i.e., ACSI, ABeka, Bob Jones, etc.)?

Have you received ACSI certification: ☐ Yes ☐ No

What level? _____ Date of expiration: _____

What teaching certificates, licenses, and endorsements do you hold?

Teaching certificate number: _____ State of Licensure: _____ Expires: _____

Endorsements:

Teaching certificate number: _____ State of Licensure: _____ Expires: _____

Endorsements:

Please attach photocopies of any certificates you have.

What is your philosophy of Christian education and how you would implement it in the classroom?

Have you had other courses giving specific training for Christian schools? Give details.

PERSONAL PHILOSOPHY

Why do you wish to substitute teach in a Christian school?

What are the main characteristics that distinguish a Christian school from a public school?

What do you consider to be the proper classroom atmosphere for learning?

What do you believe about the origin of the earth and mankind?

Please summarize any additional information that you would like to present regarding your candidacy for this position.

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?

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

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 who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

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

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Park Christian School** 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 **Park Christian School** 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 **Park Christian 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 **Park 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 **Park Christian School**.

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 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 **Park Christian School** to conduct a criminal records check and understand that I, the employee, will be responsible for all costs in completing the criminal background check(s). 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. **Park Christian 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

The substitute teacher application packet should include:

Completed application

Handwritten personal testimony

Copy of teaching license