



SUBSTITUTE TEACHER APPLICATION PROCESS

In order to facilitate the processing of your application, we have developed the following procedures:

Application:

- Please complete the application form and return it to our office, including the Statement of Faith & Standards of Conduct with your signature.
- If you have a teaching certificate, please send us a copy.
- While not required, it is always helpful for us to have a resume of your professional career.
- A resume will not substitute for a completed application.

Follow-up:

- Upon receipt of all the requested material, we will establish an application file for you.
- Your application file will be reviewed considering our known and anticipated vacancies.
- We will contact you regarding an appointment for a personal interview if it appears we may have need for a person with your particular subject matter or grade level qualifications. No offers of employment are made without a personal interview.
- Your application file will be retained for one year from the date submitted. You may then request that it be reactivated for an additional year.

We appreciate your interest in The Cornerstone Christian School, and anticipate an early return of your application. If you have any questions regarding the application or our screening and interview process, please contact this office.

We shall be praying with you for God's direction in your life.

Kindest regards,

Tonya Snyder, Principal Administrator



The **Cornerstone** CHRISTIAN SCHOOL

Founded On The Word Of God

236 Main Street • Manchester, CT 06040 • (860) 643-0792 • Fax (860) 647-9291

SUBSTITUTE TEACHER APPLICATION

Your interest in **The Cornerstone Christian School** is appreciated. We invite you to fill out this application and return it to our school office. Once it is received by the office you will be contacted for an interview.

We realize that the key to a successful Christian School is its staff therefore we are seeking applicants who are professionally qualified, who love children, and who, by the pattern of their lives, are Christian role models Luke 6:40.

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

Full name: _____

Application date: ___/___/___ Times available for interview: _____

Present address: _____

Phone: Days (_____) _____ Evenings (_____) _____

Best time to call you? _____ Length of time at this address? _____

B. POSITION DESIRED

Please indicate the grades in which you would like to substitute:

() Preschool () Kindergarten () Elementary _____ [grade level]

() Junior High _____ () High School _____

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

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

C. CHRISTIAN BACKGROUND

Please write on a separate piece of paper your Christian testimony.

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

___ I fully support the statement as written without mental reservations.

___ I support the Statement except for the area(s) listed and explained on a separate piece of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

D. PROFESSIONAL QUALIFICATIONS

Please indicate if you possess a high school diploma and or any degrees.

Degree[s] held Major Date Received /Issuing Institution

Sequentially list any teaching experience you have with most recent first.

School's Name Grades or Subjects Dates

*Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

*Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards.

1. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

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

F. 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 two references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.** Please include: name, position, phone & address

1. _____

2. _____

G. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **The Cornerstone 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 **The Cornerstone 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 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 fingerprint check by the FBI or 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 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

H. PERSONAL INFORMATION

The Children we teach are entrusted to our care by their parents and therefore The Cornerstone Christian School is under moral obligation to ask the following questions. We also reserve the right to conduct a background check if deemed necessary.

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 charged in any **civil** or **criminal** [including Juvenile] proceedings with improprieties regarding children? Yes ___ No ___

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program such as alcohol, drug, anger management, family violence or youthful offender for any crime other than a minor traffic offense? Yes ___ No ___

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

Do you understand that this is an application for employment on a temporary and on call basis and should not be construed as an offer or agreement of permanent or regular employment?

Signature: _____ Date: _____