



## **Substitute Teacher and Volunteer Application**

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

Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Full Name: \_\_\_\_\_

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

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening/Cell \_\_\_\_\_

Best time to call: \_\_\_\_\_

Permanent address and phone number if different than present address: \_\_\_\_\_

\_\_\_\_\_

### **B. PROFESSIONAL QUALIFICATIONS**

**Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcript will be required for placement in your personnel file.**

What degree(s) do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your major (s) \_\_\_\_\_

Your minor (s) \_\_\_\_\_

List your teaching experience beginning with the most recent position (Substitute teaching applicants only)

Name of School	Grade(s) or Subject(s)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. **EMPLOYMENT HISTORY** (Substitute teaching applicants only)

**Beginning with your most recent employer, please list all positions held for the past ten years. Use additional paper if needed.**

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's name and phone number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

D. **CHRISTIAN BACKGROUND**

On a separate paper, briefly give your Christian testimony.

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 \_\_\_\_\_

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

\_\_\_\_\_ I fully support the Statement as written without mental reservation.

\_\_\_\_\_ I fully support the Statement 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.

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_\_ How long have you been a member? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your routine Bible study and prayer. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you answer “Yes” to any of the questions in this section, please attach a separate sheet indicating the nature of the suit or offense 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 an 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 civil or criminal 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 for any crime other than a minor traffic offense? Yes \_\_\_ No \_\_\_
- ❖ Have you ever been suspended, discharged, or asked to resign from a prior position? Yes \_\_\_ No \_\_\_
- ❖ Have you ever been convicted of any offense involving dishonesty breach of trust, stealing, or any type of moral impropriety, or any type of felony? Yes \_\_\_ No \_\_\_
- ❖ Have you ever resigned from a prior position, without being asked, but under circumstances involving your employer’s investigation of sexual harassment or inappropriate contact with another person, of mishandling funds, or of criminal conduct? Yes \_\_\_ No \_\_\_

**E. REFERENCES**

Do not list family members or relatives as references. You will need to sign the Reference Release Form and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ School/Position: \_\_\_\_\_

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

Name: \_\_\_\_\_ School/Position: \_\_\_\_\_

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

**F. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Palmetto Christian Academy of Greenwood 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 Palmetto Christian Academy of Greenwood 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 through appropriate law enforcement agencies. I understand that I will be responsible for the cost of obtaining copies of my fingerprints, as needed. 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 to me at this time.

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

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Signature of Applicant

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Date