



MetroChristian Academy

SUBSTITUTE TEACHER APPLICATION

Date of Application _____

Contact Information

Full Name _____ Social Security # _____
Last First Middle

Current Address _____
Number and Street City and State Zip

Daytime Phone _____ Evening Phone _____

Email Address _____ Cell Phone _____

Marital Status: ___ Married ___ Single ___ Divorced ___ Separated ___ Widow(er)

Position Information

On what date would you be available to start work? _____

Are you currently employed? ___ Yes ___ No

If yes, may we contact your employer? ___ Yes ___ No

Contact Name and Number: _____

What is your present position? _____

Are you willing to substitute for all grade levels: ___ Yes ___ No

If not, for what grade levels will you substitute? _____

What days are you available? _____

What is the best number for teachers to reach you? _____

Professional Qualifications

Name of High School: _____ Location: _____

College, University or Professional School (Please list the name of the school and any degrees attained)

Personal Information

- Have you ever been suspended without pay, dismissed from employment or resigned while an investigation was in progress for possible disciplinary action? _____ Yes _____ No

If yes, where and when? _____

- Have you ever been convicted of, had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you? _____ Yes _____ No

If yes, please explain below or on a separate sheet and attach to this application.

Christian Background

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

- Please carefully read the Statement of Faith (pg. 4) and indicate your support. I fully support the Statement as written without reservations. _____ Yes _____ No

- Please carefully read the attached Job Description (pg. 4). I fully support the Job Description as written without reservations. _____ Yes _____ No

- Name and address of church you attend: _____

- Are you a member? _____ Yes _____ No Number of years? _____

References

List at least three references that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Address	Phone	P/S
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Sexual Misconduct/Child Abuse Statement

To properly protect our children, all those serving in ministry capacities involving children/youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, abuse, assault, lewdness, or sex offenses of any nature? ___ Yes ___ No

If yes, please explain the nature of the accusation, charge or conviction.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's name (please print): _____

Applicant's signature: _____ Date: _____

Job Description

Job Title: Substitute Teacher

Reports to: Principal

1. Be on time and prepared for all classes.
2. Provide proper supervision for all classes.
3. Conduct oneself in a professional and Christ-like manner.
4. Carry out the teacher's instructions.
5. Ensure that class time is productive and that students are managed well.
6. Keep accurate attendance.
7. Keep the room clean.
8. Communicate any behavior problems to the teacher.

DRESS CODE:

ALL SUBSTITUTES SHOULD MAINTAIN A CLEAN AND PROFESSIONAL LOOK AT ALL TIMES. The goal of each substitute member should be to exceed the dress standards set for the students. Any style of approved clothing that the administration deems unprofessional or "dumpy" will not be allowed.

Appropriate dress is business casual.

Mission Statement

Metro Christian Academy, a ministry of Metro Baptist Church, exists to co-labor with the parents to provide a balanced educational experience with a Christian worldview.

Statement of Faith

Metro Christian Academy is a ministry of Metro Baptist Church and, therefore, must reflect the Biblical values, doctrines, and standards that characterize it. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

- We believe that the Bible is God's inerrant, inspired Word. (II Tim. 3:16)
- We believe in God's creation and revelation. (John 14:6; 1:1; Col. 1:16,17)
- We believe in the deity of Christ, God the Father, God the Son, and God the Holy Spirit. (Matt. 26:63-67; John 1:14-18; 3:16,18)
- We believe in the virgin birth of Christ. (Matt. 1:18)
- We believe in the bodily resurrection of Jesus Christ. (Luke 24:40-46)
- We believe in a literal heaven and hell. (John 14:2-3; Mark 9:43-44; Luke 16:23)
- We believe in salvation by grace through faith alone. (Eph. 2:8, Rom. 5:1)
- We believe in the blood atonement for sin, Jesus Christ. (Rev. 1:5, Eph. 2:13)
- We believe in the eternal security of the believer. (Heb. 7:25, I Peter 1:5)
- We believe in the visible, personal, and imminent return of the Lord Jesus Christ for His saints called the "Rapture". (I Thess. 4:15-17)
- We believe in the separation of the believers from worldliness. (I Thess. 4:3)

Non-Discriminatory Policy

Metro Baptist Church, Metro Christian Academy, and Metro Baptist preschool does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or handicap in administration of its educational policies, or athletic and other school program.

I support the above mission statement, philosophy, and agree with the doctrinal statement of Metro Christian Academy.

Signature and Date

Authorization Consent to Conduct Background Investigation

I hereby authorize Metro Baptist Church, Metro Christian Academy, Metro Baptist Preschool and the background investigation company to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to the background investigation company, and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

I also authorize any person, organization or agency having knowledge of my conduct or activities, or any past or present employer, or a Retail Merchants Association, Bank, Financial Institution or any other Credit Extending Organization, or any Dean, Registrar, Principal, Counselor, Instructor or other authorized person at a School (University, College, High School, Trade School, or other), or any doctor, hospital, clinic or sanatorium, or any Department or Agency of a City, County, or State Government, or of the Federal Government to release all information to the background investigation company and its agents for background investigation purposes.

I release Metro Baptist Church, Metro Christian Academy, Metro Baptist Preschool and the background investigation company and its agents from all liability resulting from the collection, use or disclosure of the information obtained during the above investigation.

I certify the information given is complete and true. I have read this release and consent, understood its terms, realize its significance and sign it voluntarily.

Last Name _____ First Name _____ Middle _____

Date of Birth _____ Place of Birth _____ Sex ____ Female ____ Male

Race _____ Country of Citizenship _____ Social Security # _____

Current Address _____

Cell Phone Number _____

Applicant's Signature: _____ Date: _____