

LITITZ CHRISTIAN SCHOOL
501 West Lincoln Avenue
Lititz, PA 17543

SUBSTITUTE TEACHER APPLICATION FORM

Grades/Subjects interested in: _____

Application date: ___/___/___

Date _____ available
_____/____/____

A. NAME AND ADDRESS

Identity must be confirmed with a state driver's license or photographic identification.

Do you have a current driver's license?

Yes _____ If yes, please list your drivers license number _____

No _____

Full Name: Miss () Mrs. () Mr. () _____

Present _____
Address _____

Phone: Days _____ Evenings _____

How long have you lived at the above address? _____

Permanent _____
Address _____

Phone: Days _____ Evenings _____

B. CHRISTIAN BACKGROUND

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

Are you knowledgeable and supportive of our Statement of Faith (attached)?

Yes _____ No _____

Signature: _____

Church History

Name of church of which you are now attending: _____

Pastor: _____

List (name and address) other churches you have attended regularly during the past five years:

	<u>Name</u>	<u>Address</u>	<u>Pastor</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

C. PERSONAL REFERENCES

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

	<u>Name</u>	<u>Complete Address</u>	<u>Relationship</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

D. PROFESSIONAL REFERENCES

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

	<u>Name</u>	<u>Complete Address</u>	<u>Relationship</u>	<u>Phone</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

E. PERSONAL INFORMATION

Present employer and occupation _____

Phone _____

Marital: Single _____ Engaged _____ Married _____ Separated _____

Spouse's Name _____ Occupation _____

Number of children _____

Names:

Ages:

As a Substitute Teacher, I (print name) _____ recognize, understand, and adhere to the moral and ethical standards revealed to us through Holy Scriptures. I further declare that with regard to my personal, moral, and ethical character and conduct as of this date, I am not engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. I do declare that the above statement is factual and true.

Signature _____ Date _____

F. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Lititz Christian School does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Lititz Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Lititz Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to every personally view any references given to Lititz Christian School.

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

Signature of Applicant

Date

G. EDUCATIONAL BACKGROUND

What degree or degrees do you hold?

Degree

Date Received

Issuing institution

Your major(s) _____

Cumulative grade point average _____

H. TEACHING EXPERIENCE

Sequentially list your teaching experience with most recent first.

School's Name

Grades or Subjects

Dates

Do you have ACSI Teaching Certificate? _____

What level? _____

Do you have state teaching certificate? _____

What Level? _____

I. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for past eight years:

1. Employer _____

Position _____ **Dates of Employment** _____

Address _____

Supervisor's name and phone number _____

Reasons for leaving _____

2. Employer _____

Position _____ **Dates of Employment** _____

Address _____

Supervisor's name and phone number _____

Reasons for leaving _____

3. Employer _____

Position _____ **Dates of Employment** _____

Address _____

Supervisor's name and phone number _____

Reasons for leaving _____

J. AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Lititz Christian School. I authorize Lititz Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Lititz Christian School such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Lititz Christian School.

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

Applicant's Name (Print)

Applicant's Signature

Applicant's Social Security Number

Date

K. APPLICANT DECLARATION OF ETHICAL AND MORAL INTEGRITY

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse in improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Lititz Christian School.

Applicant Signature

Date