



EVERGREEN ACADEMY

Educating Students...Training Leaders...Commissioning Warriors

SUBSTITUTE TEACHING APPLICATION

Your interest in Evergreen Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you qualify, we will notify you and ask you to send your resume to our office. We will also contact your references and conduct a background check. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

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

We look forward to receiving your initial application. 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.

APPLICANT'S NAME / ADDRESS / PHONE

Application Date: ____ / ____ / ____

Date Available: ____ / ____ / ____

Full Name: _____

Present Address: _____

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

Day Phone: (____) _____ - _____ Evening Phone: (____) _____ - _____

Permanent address/phone if different than present address/phone: _____

Please list any additional addresses where you have resided at any time during the past five years: _____

Can you submit verification of your legal right to work in the United States? _____ Yes _____ No

CHRISTIAN BACKGROUND

In your own handwriting, briefly give your Christian testimony:



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Statement of Faith

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons (Father, Son, and Holy Spirit).
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
5. We believe in the resurrection of both the saved and the lost.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the Biblical account of creation and reject naturalistic and theistic evolution.
8. We believe in God's design for marriage, sexuality, and human personhood as revealed in Scripture and consistently taught throughout Christian tradition.

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

_____ I support the Statement of Faith except for the area(s) listed below. These exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction:

Lifestyle Statement

1. I confirm that, as part of the qualifications for this position, I am a redeemed believer in the Lord, Jesus Christ, as Savior and am actively pursuing a closer relationship with Him. (John 3:3, 1 Peter 1:23)
2. I give testimony that I have a sense of God's will and that employment at EA is my calling and God's direction.
3. I will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) to pupils both in and out of school (Luke 6:40) and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. This includes, but isn't limited to the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 5:18, 22-23 and James 3:17-18).
4. I agree that the Bible dictates the standards for sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirements of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. (Rom. 12:1-2, 1 Cor. 6:9-20, Eph. 4:1-11, 5:3-5, 1 Thess. 4:3-8, 2 Tim. 2:19-22, 1 Peter 1:15-16, 2:15-17, 1 John 3:1-3).
5. I will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of the school. (Hebrews 10:25)
6. I accept without verbal or mental reservations both the Statement of Faith and the educational philosophy and objectives of EA and am committed to upholding them.
7. I will always strive to understand, appreciate, love, and serve the students entrusted with my care and instruction and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development.

_____ I fully support the Lifestyle Statement as written without mental reservations.

_____ I support the Lifestyle Statement except for the area(s) listed below. These exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction:



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

Denominational preference?

What is your local church affiliation?

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

In what church activities are you involved 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

To what extent do you believe you should be involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer:

What books have you read recently that have helped you spiritually?



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PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your post-secondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file?

What degree(s) do you hold: _____

Degree	Date Received	Issuing Institution

Your Major(s): _____

Your Minor(s): _____

Cumulative grade point average: Bachelor's _____ Graduate Work _____

Total semester _____ or quarter _____ units *after* date of bachelor's degree.

PERSONAL PHILOSOPHY

Please answer each of the questions below succinctly in one or two paragraphs:

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

What areas do you feel are your strengths? _____

Weaknesses? _____



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EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past TEN years. If necessary, you may follow the same format on a separate sheet.

1. Position: _____ Dates of Employment: _____

Company Name & Address: _____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

May we contact this employer: YES NO

Are you eligible for rehire: YES NO

2. Position: _____ Dates of Employment: _____

Company Name & Address: _____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

May we contact this employer: YES NO

Are you eligible for rehire: YES NO

3. Position: _____ Dates of Employment: _____

Company Name & Address: _____

Supervisor's Name: _____ Phone Number: _____

Reason for leaving: _____

May we contact this employer: YES NO

Are you eligible for rehire: YES NO



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PERSONAL REFERENCES

Do not list family members or relatives for references.

Give three references qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name/Complete Address/Phone/Position

1. _____

2. _____

3. _____

PROFESSIONAL REFERENCES

Give three references qualified to speak of your professional training and experience. List your current or most recent supervisor first. Name/Company/Complete Address/Phone/Position

1. _____

2. _____

3. _____



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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Evergreen Academy 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 Evergreen Academy 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 and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as 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 conditional 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 if that information 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: _____ Date: _____

BACKGROUND CHECK APPROVAL: I hereby authorize Evergreen Academy personnel to run any type of background check necessary for employment considerations.

Signature: _____ Date: _____

REFERENCE CHECK APPROVAL: I hereby authorize Evergreen Academy personnel to run any type of reference check (i.e. employment, personal, professional) necessary for employment considerations.

Signature: _____ Date: _____

EMPLOYMENT NONDISCRIMINATION POLICY

Evergreen Academy does not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.