



P.O. Box 348  
 Hardin, KY 42048  
 Phone (270) 437-3170

**SUBSTITUTE TEACHER  
 APPLICATION**

**APPLICANT'S NAME AND ADDRESS (please print)**

Name \_\_\_\_\_ Application Date \_\_\_\_\_

Current Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Primary ( ) \_\_\_\_\_ Secondary ( ) \_\_\_\_\_

**POSITION DESIRED:** Please indicate the subjects and grades you prefer by checking the line next to it.

- Preschool
- Lower Elementary
- Upper Elementary
- Art
- Music
- Physical Education
- Other: \_\_\_\_\_

Can you submit verification of your legal right to work in the U.S. ?  Yes  No

**PROFESSIONAL QUALIFICATIONS** List high school and colleges attended.

Institution	City and State	Major/Degree

What teaching certificates, licenses, and endorsements do you hold?

Certificate: \_\_\_\_\_ State of Certification: \_\_\_\_\_

Expires: \_\_\_\_\_

## EMPLOYMENT HISTORY

Employer & Phone	Dates Employed	Reason for leaving

## 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.

Provide three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address

Phone

Position

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Provide three references who are qualified to speak of your professional training and experience. **List your current or most recent supervisor/principal first.**

Name/Complete Address

Phone

Position

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**NCCA Statement of Faith**

We believe the sixty-six books of the Holy Bible to be the inspired, authoritative, inerrant Word of God. Further, we believe these Scriptures are our final rule in all matters of faith and practice.

*2 Timothy 3:16, 2 Peter 1:21*

We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. The triune God is the Creator and Preserver of all things and is omnipotent, omniscient, and omnipresent.

*Genesis 1:1, Matthew 28:19, John 10:30*

We believe Adam, the first man, sinned in his disobedience toward God and through his disobedience sin extended to all mankind. Consequently, all are born sinners, spiritually dead and relationally separated from God.

*Romans 5:12, Psalm 51:5, Psalm 53*

We believe Jesus Christ, born of the virgin Mary, fully man and fully God, lived a sinless life in perfect obedience to His Father and gave his life on the Cross as the perfect, complete sacrifice for sin through His shed blood. After He had provided a full redemption, God raised Him from the dead on the third day. We believe in His ascension to the right hand of the Father and in His personal return in power and glory.

*John 10:33, Matthew 1:23, Luke 1:35, Hebrews 4:15 & 7:26, I Cor, 15:3, Eph. 1:7, John 11:25*

We believe God will regenerate His people through the invincible power of the Holy Spirit. God's salvation provided for sinners is by His grace alone through faith alone in Christ alone, not as a result of any of our works. We are justified on the single ground of faith in the shed blood of Christ. Those who truly trust in Christ are eternally sealed with the Holy Spirit and will persevere to the end.

*John 14:16-17, Eph. 2:8-10*

We believe in the resurrection both of the believer and of the unbeliever - the believer unto the resurrection of everlasting life and the unbeliever unto everlasting condemnation.

*John 5:28-29*

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life through sanctification.

*Romans 8:13-14, Eph. 4:30 & 5:18*

We believe in the spiritual unity of believers in our Lord Jesus Christ which leads to fellowship in a local church body.

*Romans 8:9, Galatians 3:26-28*

**APPLICANT:** Please carefully read our statement of faith and indicate your degree of support.

I fully support the Statement of Faith as written without reservation.

I support the Statement of Faith 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHURCH INVOLVEMENT / DISCIPLESHIP / EVANGELISM

In accordance with Scripture, have you, by grace through faith, received Jesus Christ and acknowledged Him as your personal Lord and Savior?       Yes       No

If yes, for how long have you had such a relationship? \_\_\_\_\_

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

Denominational preference: \_\_\_\_\_ Church presently attending: \_\_\_\_\_

Church you are currently a member: \_\_\_\_\_ How many years? \_\_\_\_\_

Church Activities currently involved in 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

Describe your routine of personal Bible study and prayer.

What is your philosophy of Christian education and how you would implement it in the classroom?

Have you had other courses giving specific training for Christian schools? Give details.

## **PERSONAL PHILOSOPHY**

Why do you wish to substitute in a Christian school?

What are the main characteristics that distinguish a Christian school from a public school?

What do you consider to be the proper classroom atmosphere for learning?

*Please summarize any additional information you would like to present regarding your candidacy for this position.*

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand the **New Covenant Christian 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 **New Covenant Christian 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 **New Covenant Christian Academy** 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 **New Covenant Christian Academy**, 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.

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 are necessary for such an investigation. I authorize **New Covenant Christian Academy** to conduct criminal records check and understand that I, the employee, will be responsible for all costs in completing the criminal background checks. I understand and agree that any offer of employment I may receive from the school is conditioned upon the receipt of background information, including criminal background information. **New Covenant Christian Academy** 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 no employment contract is being offered at this time.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### The substitute teacher application packet should include:

- \* Completed application
- \* Handwritten personal testimony
- \* Copy of teaching license (if certified)

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