



# LAKELAND CHRISTIAN SCHOOL

## **SUBSTITUTE TEACHER APPLICATION**

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# **LAKELAND CHRISTIAN SCHOOL INITIAL SUBSTITUTE TEACHER APPLICATION**

Your interest in Lakeland Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview. Upon approval of your application, you will be asked to come to the school office to schedule an electronic fingerprint background check and drug test. Effective January 1, 2012, candidates will pay \$50.00 toward the cost of these processes at the time of scheduling.

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

Substitute teachers play an important role. When a teacher is ill or away from his/her students due to a professional obligation elsewhere, it is imperative that the school make every effort to keep instruction moving forward in spite of teacher absence. We are seeking substitute teachers that demonstrate flexibility, good judgment, a love for students, and the ability to take charge in a business-like leadership role before students in order to ensure that learning continue in the absence of the regular teacher. An important part of the responsibility is that of being a Christian role model for their students, firmly leading students while exhibiting the grace of the gospel.

We look forward to receiving your initial application. Thank you for your interest in the ministry of Lakeland Christian School.

Revised (1/5/12)

**A. Applicant's Name and Address**

Full name: \_\_\_\_\_  
Application date: \_\_\_/\_\_\_/\_\_\_ Date available: \_\_\_/\_\_\_/\_\_\_  
Are you at least 21 years old? \_\_\_ Yes \_\_\_ No  
Present address: \_\_\_\_\_  
\_\_\_\_\_  
Preferred Phone: Days (\_\_\_) \_\_\_\_\_ Evenings (\_\_\_) \_\_\_\_\_  
Best time to call you? \_\_\_\_\_ Social Security # \_\_\_\_\_  
How long have you lived at the above address? \_\_\_\_\_ Email Address \_\_\_\_\_  
Permanent address and phone number, if different than present address  
\_\_\_\_\_  
\_\_\_\_\_

**B. Preferred Grade Levels**

Please indicate your choices in the parentheses as 1, 2, or 3. Then to the right, please indicate the grade or subject in order of preference:

- ( ) Kindergarten \_\_\_\_\_
- ( ) Elementary \_\_\_\_\_
- ( ) Junior High \_\_\_\_\_
- ( ) High School \_\_\_\_\_

**C. Christian Background**

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

*Bible:* 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 \_\_\_\_\_  
Signature: \_\_\_\_\_

*Statement of Faith:*  
Please carefully read our Statement of Faith and indicate below your degree of support.  
\_\_\_\_\_ I fully support the Statement as written without mental reservations.  
Signature: \_\_\_\_\_

\_\_\_\_\_ I 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.  
Signature: \_\_\_\_\_

*Church Service:*  
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?  
\_\_\_\_\_  
What is your attitude toward working with those of other denominational beliefs and/or traditions?  
\_\_\_\_\_  
\_\_\_\_\_

*Devotional Prayer Life:*  
Describe your routine of personal Bible study and prayer life. \_\_\_\_\_  
\_\_\_\_\_  
What books have you read recently that have helped you spiritually? \_\_\_\_\_  
\_\_\_\_\_

**D. Professional Qualifications**

*Formal Training:* What degree or degrees do you hold?

Degree	Date Received	Issuing Institution	Major(s)/Minor(s)
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*Teaching Experience:* Sequentially list your teaching experience, with most recent first.

School's Name	Grades or Subjects	Dates
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List any books or articles that you have read recently that have helped you to grow professionally.

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*Teaching Credentials:* Do you have an ACSI Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

**\*Please attach photocopies of any certificates held.**

Briefly describe your experience with Christian schooling: \_\_\_\_\_

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**E. Personal Philosophy**

**\*On a separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. Personal References**

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

Reference: Give two references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Please include name, complete address, phone, and position.

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

Give two references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first. Please include name, complete address, phone, position and school.

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

**G. Employment History**

Please start with your current or most recent employer and work backwards for the past five years. If necessary, you may make copies of this page or follow the same format and use the reverse side.

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
4. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? \_\_\_\_\_

## **Applicant's Certification and Agreement** **Authorization to Release Reference Information**

I understand that **Lakeland Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 the discovery of 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 that I will be paid and receive benefits only through the date of release.

I authorize **Lakeland Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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 **Lakeland Christian 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 **Lakeland Christian School**.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and the Florida Department of Law Enforcement. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **Lakeland Christian School** to conduct a criminal records check.

Lakeland Christian School is a drug-free workplace. All candidates will be required to pass a drug test as a condition of employment.

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.

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Applicant's Name (Print)

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Applicant's Signature

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Applicant's Social Security Number

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Date

## EMPLOYEE QUALIFICATIONS OF LAKELAND CHRISTIAN SCHOOL

Please initial each statement and sign below indicating your commitment to comply with these requirements while an employee of Lakeland Christian School.

- \_\_\_\_\_ 1. Each employee shall give clear testimony to being a born again Christian. His/Her lifestyle will evidence this fact, including an on going walk with the Lord, and a pattern of spiritual growth. (Romans 10:9, 10; I Timothy 4:12)
- \_\_\_\_\_ 2. Each employee shall be serving the Lord as a faithful participant in a local, evangelical church. (Hebrews 10:24, 25)
- \_\_\_\_\_ 3. Each employee is to be well adjusted personally and socially. Each should be able to demonstrate the ability to share love for others; live contentedly under authority; have a teachable spirit, and a wholesome family life. (Ephesians 5:18-6:9)
- \_\_\_\_\_ 4. The spouse of each employee must be united with them in their support of the school, and the ministry that they will have here. (I Timothy 3; Ephesians 5:22-23)
- \_\_\_\_\_ 5. Since we all fail daily in thought, word, and deed, the Christian school employee should model repentance and faith as an on-going pattern of life. Conflicts should be resolved by biblical means with a view to guard the unity of the believers. (Matthew 18: 15-20; Galatians 6:1; Ephesians 4:3)
- \_\_\_\_\_ 6. Employees are to manifest, in precept and example, both on and off the campus, the lifestyle of a responsible Christian role model. The Word of God is final authority on all matters of faith and conduct. Therefore, actions expressly forbidden in the scripture are never acceptable. Included among these are such acts as drunkenness, stealing, lying, gossip and the use of slanderous or profane language. Promiscuity, extramarital sex, use of pornography, homosexual behavior or any deviant sexual relationship or conduct violates the biblical standards of a Christian role model. Also condemned by scripture are attitudes such as greed, jealousy, pride, lust, bitterness, hostility, and an unforgiving spirit and prejudice based on race, sex and socioeconomic status. Use of illicit drugs or misuse and abuse of prescription drugs is not acceptable. Restraint and discretion in the choice of entertainment, literature, and all media consumption should demonstrate concern for holiness of life and the ability to exercise sound judgment based on biblical principles. Employees should be sensitive to the influence that their actions and attitudes have on others. (Galatians 5:13; I Corinthians 6:19-20; Romans 1:24-32; I Timothy 4:12; Luke 6:40; Colossians 3:17) Since tobacco has been shown to be injurious to health, employees are to refrain from the use of tobacco in any form.
- \_\_\_\_\_ 7. Employees enter into a contractual agreement with the school. The contract and its related forms signify agreement with the school, and the biblical and operational standards by which it functions. Failure to live by terms of the contract or the standards, as generally outlined above, are grounds for termination or non-renewal of contract. (Ecclesiastes 5:4-5)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Board Approved 12/6/06

# Lakeland Christian School

## Statement of Faith

Basis: The basis of the school shall be the Word of God as interpreted by the following statement of faith:

1. We believe the Bible to be the inspired and only 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 our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

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Signature

In applying for employment, I hereby declare my unconditional acceptance as to the basis and purpose of Lakeland Christian School Incorporated, and subscribe fully to the Staff Qualifications and the Statement of Faith, which I have read and signed. In signing I agree to conduct myself as a Christian role model and in so doing in a manner that befits the purposes, policies, philosophy and objectives of the School. I fully concur with the biblical basis of the school's standards and agree to comply with all of them. I submit myself to the authority of the school in regard to my employment, and fully subscribe to the conditions of this document and those attached. In the event of my voluntary resignation I agree to a minimum of 14 days notice. In the event of my termination, I agree to the stipulated policies of the school.

**I FURTHER AGREE:**

That in the event of any disagreement, controversy or claim arising out of or related to my employment, including any disagreement with the school or its representatives regarding my employment, salary, benefits, position, or duties, I will follow the Biblical instruction to resolve the issue within the school structure. In the event such a controversy, disagreement, or claim cannot be resolved within the school structure, I will agree to submit the issue to the Christian Conciliation Service for resolution according to the rules of said service. The Florida Arbitration Code shall not apply to any arbitration or award under this agreement. I further agree to abide by the decision rendered by the Christian Conciliation Service. Neither the school nor I shall institute litigation or any Court proceedings as to any matter that can be properly submitted to the Christian Conciliation Service. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure of Christian Conciliation" contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation. If either party of this Contract files any court proceedings prior to the issue being fully determined by the Christian Conciliation Service, the court shall stay its own proceedings until Christian Conciliation Service has completed its determination process and the matter has been fully handled by said service, at which time the Court shall enter an order confirming the decision or award rendered by the Christian Conciliation Service.

Prospective Employee: \_\_\_\_\_

Date: \_\_\_\_\_