



## **SUBSTITUTE TEACHER APPLICATION**

Your interest in Dominion Christian Schools is appreciated. Please fill out this application and return it to our school office. We will contact your references and evaluate the application. If it is satisfactory, we will arrange for a brief personal interview and will conduct a criminal background check.

We realize that the key to a successful Christian School is its staff, including substitute teachers. 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).

We look forward to receiving your 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.

### **A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_

Phone:        Days ( \_\_\_\_ ) \_\_\_\_\_        Evenings ( \_\_\_\_ ) \_\_\_\_\_

Best time to call you? \_\_\_\_\_

Day(s) available to substitute (circle):        M        T        W        Th        F

**B. POSITION DESIRED**

For which subject(s) are you most qualified to substitute teach?

\_\_\_\_\_

\_\_\_\_\_

Are there subjects you would rather not substitute for? Which ones?

\_\_\_\_\_

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

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

Do you believe the Bible to be the ONLY inspired and infallible Word of God, and final authority in all matters of faith, truth and conduct?

Yes \_\_\_\_\_ No \_\_\_\_\_ Signature: \_\_\_\_\_

Church  
Service

Denominational preference: \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

In what church activities are you involved and with what degree regularity?

\_\_\_\_\_

\_\_\_\_\_

What other Christian service have you done since becoming a Christian?

\_\_\_\_\_

\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs?

\_\_\_\_\_

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Devotional  
Life

Describe your routine of personal Bible study and prayer.

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

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#### D. PROFESSIONAL QUALIFICATIONS

Formal  
Training

What degree or degrees do you hold?

Degree Institution	Date Received	Issuing
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Your Major(s)

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Your Minor(s)

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Classroom  
Experience

Sequentially list your classroom experience (teaching or substituting) with most recent first.

School	Grades/Subjects Dates
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List any other educational advantages that you have had including opportunities for travel.

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Christian  
School  
Preparation

Have you had any courses in the Christian Philosophy of education? \_\_\_\_\_

If so, where and when? \_\_\_\_\_

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If not, would you be willing to take such a course by correspondence or

Otherwise? \_\_\_\_\_

Have you had other courses giving specific training for Christian day schools? \_\_\_\_\_ Give details \_\_\_\_\_

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List any conferences or seminars which you have led or participated in the past.

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## E. PERSONAL PHILOSOPHY

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

Short  
Essays

- A. Why do you wish to work 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. Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## F. EMPLOYMENT HISTORY

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

Work Background

1. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_
2. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_



3. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

4. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

5. Employer \_\_\_\_\_  
Position \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
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?

\_\_\_\_\_  
\_\_\_\_\_

**G. 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.

Give 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.	<hr/>	<hr/>	<hr/>
2.	<hr/>	<hr/>	<hr/>
3.	<hr/>	<hr/>	<hr/>

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

1.	<hr/>	<hr/>	<hr/>
2.	<hr/>	<hr/>	<hr/>
3.	<hr/>	<hr/>	<hr/>

**H. APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that **Dominion Christian Schools** 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 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.

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

I authorize reference 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 **Dominion Christian Schools**, 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 **Dominion Christian Schools**.

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 **Dominion Christian Schools** to conduct a criminal records check.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant’s Name

\_\_\_\_\_  
Daytime phone number



# **DOMINION**

## Christian Schools

### **Statement of Faith**

Dominion Christian Schools was founded and functions upon the basic fundamental principles of the Word of God. The following statements of faith and practice are held by every Dominion Christian Schools employee and are acknowledged by each school family.

1. We believe the Bible (defined as the 66 books of the Old and New Testaments), to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:29; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrew 2:9), His resurrection (John 11:25; I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

## SUBSTITUTE TEACHER JOB DESCRIPTION

### GENERAL DESCRIPTION

Goal:	The substitute teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God, under the authority of the regular classroom teacher.
Overview:	The teacher shall be a born-again college graduate, who feels called of God to teaching young people. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	There is no set contract for substitute teachers; they are hired on a day-to-day basis as needed.
Responsible to:	Administrator and regular classroom teacher
Supervises:	Students and aides
Evaluation:	Teacher performance will be evaluated based on the Substitute Teacher Evaluation form.

### REQUIRED PERSONAL QUALITIES

#### The teacher shall

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a **Christian role model** in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example, as appropriate, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

### ADDITIONAL PERSONAL QUALITIES

#### The teacher shall

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the administration of any policy he/she is unable to support.
- Refuse to use or circulate confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities while serving as a substitute teacher.
- Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION - Essential Functions**

### **The teacher shall**

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the Board, the administration, and the regular teacher in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned by the regular classroom teacher.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep the regular classroom teacher informed of any particular successes or problems faced.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.

**SUBSTITUTE TEACHER APPLICATION - PART II**  
**Personal Follow-up Questions**

You are now ready for phase two of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you further. Thank you.

Full name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

**A. PERSONAL INFORMATION**

**Marital**

Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single \_\_\_ Engaged \_\_\_ Married \_\_\_

Separated \_\_\_ Divorced \_\_\_ Re-married \_\_\_ Widow(er) \_\_\_

Please attach explanation if divorced or remarried.

Spouse's name \_\_\_\_\_

Years married \_\_\_\_\_

Occupation \_\_\_\_\_

**Personal Background**

Have you ever been dismissed, resigned to avoid being dismissed or been asked to resign from a position?

Yes \_\_\_ No \_\_\_

If yes, explain. (Use to reverse side if necessary)

Have you ever been charged in civil or criminal proceedings with improprieties regarding children

Yes \_\_\_ No \_\_\_

If yes, indicate the nature of suit, offense, date, court, and disposition.

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony?

Yes \_\_\_ No \_\_\_

If yes, indicate the nature of offense, date, court, and disposition.

Ability to Perform Job Functions You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

Yes \_\_\_ No \_\_\_

If yes, please explain.

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

Yes \_\_\_ No \_\_\_

## CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. Even as a substitute teacher, you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages –

Smoking and chewing tobacco –

Marijuana and other drugs –

Christian rock music –

Per-marital sex –

Divorce and remarriage –

Abortion –

Homosexuality -

Do you have a personal testimony regarding any of the above items that you would like to share? (Please use separate paper.)

**C. ADDITIONAL ESSAY QUESTIONS**

- **On separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.**
- A. You have read our Statement of Faith. Do you strongly hold any doctrines that are not on that statement? [e.g., instrumental music should not be a part of a worship service, you should not eat pork, etc.] If yes, please list and describe.
- B. Frequently Christian schools enroll children from more than one evangelical denomination. How would you handle a child’s question if you knew that it was theologically controversial and the family’s church held to a different viewpoint than your own?
- C. How well do you feel that you get along with your peers?
- D. Have you ever led a child or youth to Christ?

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Applicant’s Signature

Date

**DECLARATION OF ETHICAL AND MORAL INTEGRITY**

As an applicant for substitute employment or for a volunteer position at **Dominion Christian Schools**, and its ministries, I (print name) \_\_\_\_\_ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of **Dominion Christian Schools**.

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Applicant’s signature

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Date

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Administrator’s signature after discussion with applicant

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Date

## Physical Requirements to Fulfill the Essential Functions of this Job

(category blank if not applicable)

### FREQUENCY OF REQUIRED EXPOSURE/USE

working environment	occasional	frequent	daily
cold (50 f or less)			
heat (90 f or more)			
gases/fumes/dust	x		
chemicals/solvents	x		
noise			x
climbing stairs			
crawling or kneeling			
standing			x
sitting			x
walking		x	
running			
bending		x	
reaching over shoulder	x		
pushing	x		
pulling	x		

operate machinery	occasional	frequent	daily
telephone	x		
fax	x		
copier	x		
computer		x	
printer		x	
calculator	x		
overhead projector	x		
AV equipment	x		
computer projector	x		

moving heavy items	occasional	frequent	daily
lifting/lowering:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		
lifting over shoulder:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		
carrying:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		

other requirements	occasional	frequent	daily
on-time arrival (7:45 a.m.-3:15 p.m.)			x
regular attendance			x
summon emerg. help	x		
apply CPR/ first aid	x		
lead field trips			
communicate data			x
prepare reports	x		
visual acuity: near			x
visual acuity: far			x
color discrimination			x
hearing			x
speech			x
manual dexterity			x
cutting	x		
eye/hand coord.			x
outdoor duty			
driving			
flying			