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A Ministry of Cornerstone Evangelical Presbyterian Church

SUBSTITUTE APPLICATION FORM

I. PERSONAL (Optional - Please enclose a recent photo)

Date _____

Name (Mr. Mrs. Ms.) _____
Last First Middle

Position for which you are applying _____

Birth Date _____ Social Security # _____ U.S. Citizen: Yes _____ No _____

Present Address _____ City/St _____ Zip _____

Permanent Address _____ City/St _____ Zip _____

Phone # (_____) _____ Cell # (_____) _____

Email _____

Marital Status (optional) Single Married Divorced Remarried Widowed

Dependents (list names/ages) _____

Spouse's Name _____ Employer _____ Phone _____

Do you have commitments to another employer which may affect your employment with us? Yes _____ No _____

Are you in sound health? _____ Is your vision normal? _____ Is your hearing normal? _____

Have you ever had a serious or prolonged physical, mental, or emotional illness? Yes _____ No _____
(If yes, please explain on a separate sheet)

Have you ever been in any difficulty with civil authorities? Yes _____ No _____ (If yes, please explain)

Do you feel qualified to teach the Bible to students? (Please explain why or why not)

II. CERTIFICATION (If applicable)

Kind of Certification _____ Date Issued _____ State of Issue _____

Expires _____ What are you certified to teach? _____

List in order of preference the grades or subjects you are certified to teach:

A. _____ B. _____ C. _____

List other activities with children: _____

III. WORK EXPERIENCE

What type of work experience have you had other than teaching?

Table with 5 columns: Dates From/To, Employer, Location, Type of work and/or position, Years

IV. REFERENCES (Please do not list family members or relatives)

Do we have your permission to contact these persons now: Yes _____ No _____

PROFESSIONAL REFERENCES: These should be from persons best qualified and willing to give an objective appraisal of your professional training and experience for the position you seek. Please include superintendent and principals with whom you have worked, or teachers who supervised your student teaching.

1. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

 Institution Title

2. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

 Institution Title

3. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

 Institution Title

PERSONAL REFERENCES: These should be from persons best qualified and willing to write of your spiritual experience and Christian service.

1. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

2. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

3. _____
 Name Relationship to you

 Number/Street City State/Zip Phone

V. EDUCATIONAL BACKGROUND

List the high school you graduated from and all colleges and training institutions attended full time (please name major/minor and semester hours in each).

| School/Institution | City/State | Dates Attended | Diploma/Degree | Major/Minor |
|--------------------|------------|----------------|----------------|-------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Cumulative GPA BA _____ MA _____ Other _____ Major Subject GPA _____

VI. TEACHING EXPERIENCE

STUDENT TEACHING:

| Dates From/To | School | Location | Grade/Subject Taught |
|---------------|--------|----------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

REGULAR PAID TEACHING and ADMINISTRATION UNDER CONTRACT:

Dates From/To

School

Location

Grade/Subject Taught/Administered

VII. SPIRITUAL PREPARATION

State briefly your personal relationship with Jesus Christ: _____

What is your personal view with regard to alcoholic beverages, tobacco, and matters of recreation and entertainment - in your life and in that of other believers? _____

What does the phrase "model Christ" mean to you? _____

What practices do you follow that provide spiritual strength for you? _____

Name of church you attend _____ Member Yes _____ No _____

Pastor _____ Phone _____

Address _____
Number/Street City State/Zip

VIII. EVALUATION OF CHRISTIAN EDUCATION

What do you consider to be the distinctive characteristics of a Christian school?

How would your teaching of subject matter in a Christian school differ from your teaching of it in a non-Christian school?

As a substitute teacher in a Christian school, what would be your approach to discipline?

IX. CORNERSTONE CHRISTIAN SCHOOL STATEMENT OF FAITH

The foundation of Cornerstone Christian School is the Word of God, interpreted especially in the Westminster Confession of Faith.

The following statements express the essential elements of Christianity that will be unapologetically taught at all grade levels.

1. **We believe** in the Bible to be the infallible Word of God and the Truth, requiring our unreserved submission in all areas of life.
2. **We believe** in one God, the sovereign Creator and Sustainer of all things - infinite, eternal, and unchanging - existing in three Persons: Father, Son, and Holy Spirit.
3. **We believe** that God the Father, motivated by love and mercy, established His covenant of grace with man, promising to deliver His chosen ones from their sinful condition, removing the curse of their sin, reconciling them to Himself, and giving them eternal life through a personal relationship with Him.
4. **We believe** in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary death as the punishment of our sins, His bodily resurrection, His ascension to the Father, and His personal return in power and glory.
5. **We believe** that salvation is by grace through faith in Jesus Christ, completely apart from human merit, and that the act of coming to faith is a work of grace performed by the Holy Spirit, producing a new creature in Christ.
6. **We believe** that faith without works is dead and that we are created to glorify God and enjoy Him forever.
7. **We believe** that the Holy Spirit is alive and active today. He convicts us of our sin, gives us a new nature, lives within us, and guides us changing our desires and enabling us to live a godly life.
8. **We believe** in and look forward to the Lord Jesus Christ's return to earth to judge the living and the dead and to complete the eternal plan of God.
9. **We believe** that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world.

If you differ with any point in our Statement of Faith, or if you strongly hold any doctrines that are not in this statement, please list and explain here: _____

X. SUMMARY COMMENTS

Please summarize any additional information that you would like to present regarding your candidacy for this position: _____

XI. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Cornerstone 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 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 day of release.

Since I will be working with children, I understand that I must submit to a fingerprint check by 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 Cornerstone Christian School to conduct a criminal records check.

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 of Applicant

Date

Persons hired will be those whose beliefs are consistent with the Cornerstone Christian School Statement of Faith and who are the most qualified for the position without regard to race, color, sex, age, national, or ethnic origin.



AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for the position of _____ with Cornerstone Christian School. I have authorized the 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 Cornerstone 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 Cornerstone Christian School.

I am willing that a true copy of this authorization be accepted with the same authority as the original.

I 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

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