Dear Substitute Applicant,

Thank you for your interest in substitute teaching at Grace Academy of Dallas. We believe you will find this a special place with employees who love people and love the Lord. We believe that our job is to partner with families to best educate their child: academically, spiritually, physically & emotionally. Below you will find the steps involved to become a substitute. Please fill out the attached application completely. I look forward to learning about you and pray God will direct you to the perfect spot to serve Him.

Sincerely,

Jim Clarke

Headmaster
Substitute Application

Full name: ____________________________  Application date: ______________________

Address: ______________________________

City: __________________ State: __________ Zip: ______________________

Email: ____________________________ Phone Number: ______________________

Emergency Contact: ____________________ Phone Number: ______________________

Days Available: Willing to Substitute:

€ Monday  € Preschool
€ Tuesday  € Teacher Assistant (Preschool)
€ Wednesday  € Lower Elementary (K5-2nd)
€ Thursday  € Upper Elementary (3rd-6th)
€ Friday

Have you substituted in the past?  List any experience with children.

________________________________________________________________________

________________________________________________________________________

Personal References

€ Sign the Reference Release form that is attached and return it with this application. Do not list family members/relatives as references.

Give two references. One qualified to speak of your spiritual experience and Christian service as well as a reference qualified to speak of your professional training and experience.

Name  Address or Email  Phone  Position

________________________________________________________________________

________________________________________________________________________
Professional Qualifications

High School: _______________________________  Year Graduated: ______________
College: __________________________________  Year Graduated: ______________
Graduate Work: _____________________________  Year Graduated: ______________

Work Experience:

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Christian Background

Faith Statement: Please carefully read the attached Statement of Doctrine for Grace Academy and indicate below your degree of support.

Statement of Doctrine

We worship the God of the Bible who exists in three persons—Father, Son, and Holy Spirit.

The Bible is inspired by God and is the final authority in faith and life.

Salvation is by grace alone. It is a free gift from God to all who put their trust in the death and resurrection of Jesus Christ to pay the price for their sins.

Baptism is our outward testimony to others of our personal faith in Jesus Christ our Savior and identifies us with His church.

Communion, the Lord’s Supper, is a memorial of Jesus’ death for our salvation. It is to be taken only by believers who are in a right relationship with God.

God created us male and female. Any rejection of or attempt to alter one's biological sex is a rejection of God's creation.

Marriage is a sacred rite ordained and established by God as a spiritual and corporal union between one male and one female wherein the two become one flesh and through which the graces of God’s salvation flow to the family. Sexual conduct outside the bond of such a marriage is contrary to the maintenance of a biblical lifestyle.
Life begins at the point of conception. All life is sacred and should be protected, especially the most helpless and innocent.

_____ I fully support the Statement of Doctrine as written without reservation.

_____ I support the Statement of Doctrine except for the following. Please explain these areas. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: ____________________________________________

Church Service

Denominational Preference: ______________________________

What local church are you currently attending? ________________________________

Are you a member in good standing? ____________ Years? ________________________

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

Devotional Life

Describe your routine of personal Bible study and prayer.

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

Salvation Statement: Please share your Christian testimony.
Employee as the Christian Role Model Positional Statement

Grace Academy of Dallas uses only the Bible as its basis for faith and practice (2 Tim. 3:16-17) and all employees or volunteers are required to be born again, to be active in an evangelical church, and to live lives pleasing to Christ as Lord (Col. 3:17).

Grace Academy of Dallas is a religious, non-profit organization representing Jesus Christ throughout the local community. Grace Academy of Dallas requires its employees to be Christians who live their lives as Christian role models (Romans 10:9; 1Tim. 4:12; Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and of appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management personnel.

The Academy employee or volunteer agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. The unique roles of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognized homosexual lifestyles as sinful. Such deviation from Scripture standards is grounds for immediate termination of the employee and dismissal of the volunteer position (Romans 12:1-2; 1 Cor. 6:9-20; Eph. 4:1-11; 5:3-5; 1 Thess. 4:3-8; 1 Tim. 4:12; 2 Tim. 2:19-22; 1 Peter 1:15-16; 1 John 3:1-3).

I declare (i) that during the past year I have not engaged in (b) that at the current time I am not engaging in, and (c) that I promise I will not engage in, during the term of my employment, inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic materials or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.—Hebrews 13:4, The Message

A pupil is not superior to his teacher, but everyone (when he is) completely trained (readjusted, restored, set to rights, and perfect) will be like his teacher.—Luke 6:40, Amplified Bible \textit{brackets in original}

Signature: ____________________________ Date: ____________________________
Applicant’s Certification and Agreement

I understand that Grace Academy of Dallas 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.

I authorize Grace Academy of Dallas to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 job.

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 may be asked to 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 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 employment if it deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model based on the definition of such from the Positional Statement on the Employee as a Christian role model.

I understand that this is only an application for employment and that an employment contract is not being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature: ____________________________________________  Date: _____________________
Authorization to Release Reference Information

I have made application for a position with Grace Academy of Dallas. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all 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 Grace Academy of Dallas, 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 Grace Academy of Dallas.

I agree that a photocopy or facsimile of this document and any signature shall be considered for all purposes as the original signed release on file.

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

_________________________________________________________  ______________
Applicant’s Name (printed)                              Date

______________________________________________________________________
Signature                                                      Social Security Number
Background Investigation Consent

I, _______________________________________, hereby authorize Grace Academy of Dallas and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the tenure of my employment at Grace Academy of Dallas

I release Grace Academy of Dallas and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

Full Name (Printed) __________________________________________________________

Maiden Name or Other Names Used ____________________________________________

Present Address ____________________________________________ How long? __________

City ___________________________ State _________ Zip ____________

Former Address ____________________________________________ How long? __________

City ___________________________ State _________ Zip ____________

*Date of Birth ___________________ Social Security Number ______________________

Driver’s License Number including State Issued _________________________________

Signature: ___________________________ Date: __________________________

*Note* The above information is required for identification purposes only, and is in no matter used as qualification for employment. Grace Academy of Dallas is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, age (40 and over), handicap or national origin.