



Columbia County Christian School

PO Box 448 • St. Helens, OR 97051 • Phone: (503) 366-9209 • Fax: (866) 717-5568 • www.ccchristianschool.net

Substitute Teacher Application

Your interest in Columbia County Christian School is appreciated. We invite you to fill out this initial application and return it to P.O. Box 448 St. Helens, OR 97051. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

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

CCCS does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or qualified disability.

We look forward to receiving your initial 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: ____/____/____

Date available: ____/____/____

Present address:

Phone: Days () ____ - ____ Evenings () ____ - ____ Phone: Cell () ____ - ____

Permanent address and phone number if different than present address

Please list any additional addresses where you have resided at any time during the past five years:

Substitute Teaching Preference: Please indicate 1, 2, 3 choice in the parenthesis.

() Prep- K (4 year olds) () Kindergarten () Elementary () Middle School

() PE () Music () Other _____

Can you submit verification of your legal right to work in the US? Yes No

Please list activities or sports that you would be capable and willing to direct, sponsor, or coach.

(Indicate grade or ability levels.) _____

Please carefully read our Statement of Faith and indicate your degree of support.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15-16, II Peter 1:21, I Thessalonians 2:13).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1-2, Matthew 28:19, John 1:1, John 10:30).
3. We believe in the deity of Christ (John 10:30, Colossians 1:15), His virgin birth (Matthew 1:23 & 25, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, John 6:2), His vicarious and atoning death (I Corinthians 15:3, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, I Thessalonians 4:16-17, John 14:1-3, 28).
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 we 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, Romans 3:22, Ephesians 2:8-9, Titus 3:5, Hebrews 9:22).
5. We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 12:5, I 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 (John 14:26, John 16:12-15, I Corinthians 6:19-20).

_____ I fully support the Statement as written without mental reservations.

_____ 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.

B. Christian Background

Church Denominational preference? _____ Local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved _____

Are you qualified to teach a Bible class? () Yes () No

Do you feel led to teach a Bible class? () Yes () No

Describe your routine of personal Bible study and prayer.

Briefly describe your personal testimony of how you came to know Jesus Christ as your personal Savior.

C. Professional Qualifications

What degree or degrees do you hold? _____ Date Received _____ Issued by _____
Your Major(s) _____ Minor(s) _____ Bachelor's Graduate work _____
Elementary textbook teaching preference? _____

List any other educational advantages and experience that you have had including opportunities to travel.

Do you have an ACSI Teaching Certificate? Yes No If yes, what level? _____ Valid for _____ years.

Do you have a state teaching certificate? Yes No

What kind? _____ State? _____ Remains valid for _____ years. Endorsement(s)? _____

**Please attach photocopies of any certificates held.*

Have you had any courses in the Christian Philosophy of Education? Yes No

List any conferences or seminars that you have led or participated in recently. _____

D. EMPLOYMENT HISTORY Please start with your current or most recent employer and work backwards. If necessary, you may follow the same format on the reverse side of the sheet.

Name of Organization _____ Salary _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____ Salary _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____ Salary _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Name of Organization _____ Salary _____
Position _____ Dates of Employment _____
Address _____

Supervisor's Name _____ Phone Number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? Yes No

If so, what was the name or names? _____

Have you served in the military? Yes No

If yes, what type of training or education did you receive? _____

Are you holding or have you already signed a contract for next year with any other educational institution? Yes No

E. PERSONAL & PROFESSIONAL REFERENCES Please do not list family members or relatives for personal references. Give three references that are qualified to speak of your character, spiritual experience and Christian service. Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name/Complete Address

Phone

Relationship

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

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.

PERSONAL INFORMATION

If you answer “Yes” to any of the questions in the section below, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes No

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer’s sexual misconduct or harassment policy? Yes No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
 Yes No

Have you ever entered a plea of guilty, a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes No

Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential 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? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position’s requirements for on-time arrival, attendance, or work schedules?

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered. _____

Please list your hobbies and personal interests. _____

List any experience, skills, or qualifications that you believe would especially fit you for work with our school. _____

Do you understand that this is an application for employment and that no employment contract is being offered at this time? _____

Signature _____ Date _____

Consent for Criminal Background Check

In order to protect the children in our care, Columbia County Christian School conducts a background check on all staff and volunteers. Your signature below authorizes CCCS and Criminal Information Services, Inc. to obtain information about you (if applicable) from various law enforcement agencies, courts, and corrections agencies.

Please complete all information below. Please print legibly.

Full Legal Name: _____ Male ____ Female ____

Current Address: _____

SS # _____

Other Names Used: _____
(Maiden, alias', legal name change, etc.)

DOB: _____ Social Security # _____

Previous addresses in the past 7 years: _____

Have you ever been convicted of any crime? Yes _____ No _____

If "Yes", Please explain: _____

Applicants Signature: I have reviewed and completed this form as applicable to me. I give Columbia County Christian School permission to verify any information I have provided. This authorization shall continue to be effective until revoked by me. A photocopy or facsimile copy of this consent shall be as effective as the original. By my signature, I affirm that all information on this form is true and accurate.

Signature of Applicant: _____

Signature of Witness: _____

Date: _____

COLUMBIA COUNTY CHRISTIAN SCHOOL CONFIDENTIAL REFERENCE CHECK FORM

LICENSED & CLASSIFIED STAFF

APPLICANT: *CCCS will check your references if you are considered for employment.
This authorization must be signed on application part two before the hiring process will proceed.*

AUTHORIZATION TO OBTAIN AND RELEASE INFORMATION

I understand that Columbia County Christian School 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 Columbia County Christian School 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 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 if asked, 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 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 conditioned upon the receipt of background information, including criminal background information. The school 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 agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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. _____