

DECATUR CHRISTIAN SCHOOL
137 SOUTH GRANT STREET
FORSYTH, IL 62535
217-877-5636 fax: 217-877-7627



SUBSTITUTE APPLICATION

Your interest in Decatur Christian School is greatly appreciated. We invite you to fill out this application and return it to our school office.

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

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: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Length of time at this address? _____

Permanent address and phone number if different than present address

Emergency Contact: Name: _____

Phone Number _____

B. POSITION DESIRED

Please indicate 1, 2, 3, choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

() Preschool () Kindergarten () Elementary _____

() Junior High _____ () High School _____

Full time _____ Part time _____ Substitute _____

How did you learn about the position for which you are applying?

C. CHRISTIAN BACKGROUND

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

Decatur Christian Schools Statement of Faith

- I. We believe fully in the inspiration of the Bible
- II. We believe in the absolute authority of the Scriptures
- III. We believe that the creation of man was an instantaneous act of God
- IV. We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ
- V. We believe that Jesus Christ was the sinless Son of God who gave His life on the cross that we might be saved
- VI. We believe in the bodily resurrection of Jesus Christ
- VII. We believe in the gift of eternal life by the regenerating power of the Holy Spirit
- VIII. We believe in the Godhead of the Father, the Son, and the Holy Spirit

_____ 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.

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 _____

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?

D. PROFESSIONAL QUALIFICATIONS

* Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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Do you have an ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsements(s)	List semester hours in endorsement area(s)
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Have you had any courses in the Christian Philosophy of Education? If so, where and when?

E. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Position _____ Dates 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?

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 _____

F. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the Reference Release Form that is on page 7 and return it with this application.

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 and Complete Address

Phone

Position

1. _____

2. _____

3. _____

G. APPLICANT'S CERTIFICATION AND AGREEMENT / REFERENCE RELEASE

I understand **Decatur 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 **Decatur 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 I must submit to a background check by federal and state authorities. 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 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