



C O R N E R S T O N E C H R I S T I A N A C A D E M Y

A Precious Cornerstone for a Sure Foundation – Isaiah 28:16

Substitute Teacher Application

Your interest in Cornerstone Christian is appreciated. We invite you to fill out this initial application and return it to our school Academy office. If we are in need of substitutes, we will contact you for further information. At this point your interview process will begin, including but not limited to, contacting your references, completing a questionnaire, background check and arranging for a personal interview.

We realize that the key to a successful Christian School and Ministry is the 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 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 and our students.

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

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

CHRISTIAN BACKGROUND

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

Our Mission Statement

The Mission of Cornerstone Christian Academy is to provide a Christ-centered environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially, and physically prepared to achieve all that God desires for them. ***II Corinthians 10:5; Proverbs 23:12; I Corinthians 6:19-20; Romans 12:1***

Our Statement of Faith

- We Believe:** That the Bible is God’s inspired, inerrant Word and the only authority for doctrine and practice. **2 Timothy 3:15; 2 Peter 1:21**
- We Believe:** That there is one God, eternally existent in three persons - Father, Son and Holy Spirit. **Genesis 1:1; Matthew 28:19; John 10:30**
- We Believe:** That salvation is a free gift, paid for by the sacrificial death of Jesus Christ for all who trust Him as their Savior. **John 3:16-21; John 5:24; Romans 3:23**
- We Believe:** In the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. **John 10:33; Isaiah 7:14; Hebrews 7:26; John 2:11; Acts 1:11; Corinthians I, 15:3**
- We Believe:** In the resurrection of all people; in a literal heaven and hell. **John 5:28-29**
- We Believe:** In the ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. **Romans 8:13-14; 1 Corinthians 3:16**

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

___ 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?

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

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

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

SUBSTITUTE PREFERENCES

Please indicate 1, 2, 3 choices in the parenthesis for grade level and subject preferences.

- () All Grade Levels () K-5 () 6-12
- () All Subject Matters () All Subjects except for P.E.
- () All Subjects except for Music () All Subjects except for P.E. and Music

How did you learn about substituting at Cornerstone Christian?

PREVIOUS EMPLOYMENT/VOLUNTEER EXPERIENCE

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

Please complete this section for each of your employment and/or volunteer experiences, starting with your current employer and working backwards. Please use back of page for additional experiences) (You may attach a resume if all blanks below are spoken for on your resume, including reason for leaving.)

Employer	Full-time Part-time from to
Address	Position
Phone	Responsibilities
Supervisor	
Reason for Leaving:	

Employer	Full-time Part-time from to
Address	Position
Phone	Responsibilities
Supervisor	
Reason for Leaving:	

Employer	Full-time Part-time from to
Address	Position
Phone	Responsibilities
Supervisor	
Reason for Leaving:	

Employer	Full-time Part-time from to
Address	Position
Phone	Responsibilities
Supervisor	
Reason for Leaving:	

Within the past three years, what employment or volunteer responsibilities have given you the most satisfaction and why?

Have you served in the military? Yes ___ No ___.

PROFESSIONAL QUALIFICATION

*** 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
<hr/>		
<hr/>		

Your Major(s)

Your Minor(s)

Cumulative grade point average bachelor's _____ Graduate work _____

Total (circle one) semester or quarter units **after** date of bachelor's degree _____

Sequentially list your teaching and/or substitute experience with most recent first.

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

Endorsement(s) _____ List semester hours in endorsement area(s) _____

*** Please attach photocopies of any certificates held.**

PERSONAL PHILOSOPHY

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

- A. Why do you wish to substitute 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. What do you believe about the origin of the earth and mankind?

CURRENT ISSUES

*** We have a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked by your student's specific questions about controversial issues. Your answers will come from your personal convictions. We need to know certain views of those who would be role models for our children and young people. Please share your personal convictions as a Christian regarding:**

- Wine, beer, and other alcoholic beverages _____

- Smoking and/or chewing tobacco _____

- Marijuana and other drugs _____

- Rock Music _____

- Christian Rock Music _____

- Premarital sex _____

- Divorce and remarriage _____

- Abortion _____

- Homosexuality _____

PERSONAL REFERENCES

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

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. _____ _____		
2. _____ _____		
3. _____ _____		

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

Name/Complete Address	Phone	Position
1. _____		

2. _____

3. _____

LEGAL HISTORY

For any "yes" answers, please attach a detailed explanation in writing.

Y	N	<i>Have you ever been convicted of a criminal offense (felony or misdemeanor)? Answer "yes" if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.</i>
Y	N	<i>Have you ever been charged with a sexual offense, offense relating to children or crime of violence?</i>
Y	N	<i>Have you ever been reported to any organization or registry for abuse or misconduct involving children?</i>
Y	N	<i>Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct involving children?</i>
Y	N	<i>Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression or other inappropriate behavior or conduct?</i>
Y	N	<i>Have you ever been reprimanded or asked to leave or end your involvement/work in any program or organization providing services to children?</i>
Y	N	<i>Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?</i>
Y	N	<i>Do you now or have you ever sought out or intentionally viewed child pornography?</i>

APPLICANT'S CERTIFICATION AND AGREEMENT

_____ I understand that **Cornerstone Christian Academy (CCA)** 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 **Cornerstone Christian Academy (CCA)** 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.

_____ 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 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 substitute teaching opportunities 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 as a substitute and that no guarantees to substitute at CCA are given in this application.

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

Signature of Substitute Applicant

Date

Physical and Mailing Address:

**Cornerstone Christian Academy
Attn: Human Resources
5150 North Gate Road
Granbury, TX 76049**

**frontoffice@ccagranbury.com
www.ccagranbury.com
Office: 817-573-6485
Fax: 817-573-7604**

**Any questions regarding substitute teaching at
CCA should be directed to the Assistant
Administrator.**

Updated: 6/2018