Albany Christian School

Dear Substitute Teacher Applicant,

Thank you for being interested in becoming a substitute at Albany Christian School. Please read through the included information and return the enclosed application. Albany Christian School expects all applicants to hold a current substitute teaching license. If you qualify for this position, a school representative will contact you to set up an interview.

We believe that God already knows the individuals that are best suited to substitute at Albany Christian School and what levels they are best suited for, and it is our prayer that this knowledge would become incredibly clear to us throughout the application process. We also believe that God has a definite purpose and plan for your life and our prayer is that you would discern this throughout the process as well.

We look forward to receiving your application, as well as answering any questions you might have along the way. Please indicate on the application the grade levels for which you wish to substitute. If you have any question, please feel free to contact the school at 541-928-1110 or email at office@albanychristian.org.

In Christ's service,

Albany Christian School

Our Mission

*Albany Christian School exists as a ministry of Willamette Community Church to **partner** with **families**, to **educate students** with excellence from a **biblical perspective**.*

All professional and support staff must have accepted Jesus Christ as their personal Lord and Savior (Romans 10:9-10) and demonstrated a conviction that God has called them to become involved in a Christian school ministry. They must also demonstrate a consistent outward evidence of an inward Christian character (1 Tim. 4:12); and adhere to the moral and ethical standards and mandates of Albany Christian School.

Statement of Faith

The Bible
We believe that the Bible was not only written by men, but is also the very Word of God and is the final authority on what we believe and how we live.

God
We believe that there is only one God, who exists eternally in three Persons: Father, Son, and Holy Spirit.

Jesus Christ
We believe that Jesus Christ, the eternal Son, is the perfect expression of God and the only way to him. He was begotten of the Holy Spirit, born of a virgin, true God and true man, lived a sinless life, died for our sins, rose from the dead, and now sits at God's right hand.

Mankind
We believe that all men and women are created in the image of God, yet have sinned and fallen short of his expectations. They are therefore separated from him and completely unable, on their own, to bridge that relational distance.

Salvation
We believe that Jesus Christ so loved the world that he lived a perfect life for us and died as a sacrifice for our sins. For all who believe and follow him, he agrees to substitute his life for ours so that we can experience restoration with God, forgiveness without exception, and freedom to walk in wholeness and health.

Future Things
We believe that Jesus Christ will come again to judge the living and the dead. Those living in relationship with him will enjoy eternity in his presence, while those without true faith will be separated forever.

I have read, understand and agree with Albany Christian School's Statement of faith.

Signature _____ Date _____

Albany Christian School
a ministry of Willamette Community Church

420 Third Ave. SE
Albany, OR 97321
541-928-1110
www.albanychristian.org
office@albanychristian.org

Substitute Teacher Application

Please attach a resume outlining your experience and a copy of any license, endorsement, or certification you possess.

Personal Information

Application Date_____ Date Available_____

Full Name_____

Address_____

City_____ State_____ Zip Code_____

Email_____ Phone_____

Grade Level Preferences_____

Spiritual Information

What church do you currently attend?_____

How long have you attended?_____ Are you a member?_____

How often do you attend?_____

Are you actively serving in your church? Please explain. _____

_____

Do you believe the Bible was not only written by men, but is also the very Word of God and is the final authority on what we believe and how we live? Yes No

Please answer the following on a separate sheet of paper.

1. Describe your relationship with the Lord and what He has done in your life.
2. What is your attitude toward working with those of other races and those of other denominational beliefs?
3. What do you believe about the origin of the earth and mankind?
4. Explain your understanding as to how a person becomes a Christian and on what basis a person gains entrance into heaven. Please use any scriptures you are familiar with that support your understanding.

Employment Information

Are you currently employed?_____ Current Employer_____

What is your reason for leaving?_____

_____

Please state your availability for substituting_____

_____

Professional Qualifications

High School Attended_____ Graduation Year_____

Post High School Education

College, University, Trade School, etc	Location	Dates Attended	Degree

Do you have a valid teaching license?_____ Which state(s)?_____

What level of license do you have?_____

Do you have a valid ACSI Certificate?_____ What Level?_____

Are you CPR/First Aid Certified?_____ Expiration Date?_____

Please describe what you believe to be the most essential skills for a substitute teacher to posses and why.

_____

_____

_____

Describe what your goal will be when you step into one of our classrooms as a substitute teacher.

_____

_____

_____

Teaching Experience

This information must be completed in full unless already included in your resume.

Name & Address of Institution(s)	Responsibilities Subjects Taught	Dates From Mo/Yr	Dates To Mo/Yr	Supervisor (Will be contacted unless you note otherwise)
				Phone:
				Phone:
				Phone:
				Phone:
				Phone:
				Phone:

References

List three references qualified to speak of your teaching abilities.

Name	Address (zip code)	Phone	Relationship

List three references qualified to speak of your relationship with the Lord and Christian service. Do not list family members or relatives for references.

Name	Address (zip code)	Phone	Relationship

Signature/Authorization/Agreement

I hereby certify that this application contains no misrepresentation or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from any employment offered by Albany Christian School. As a part of my application for employment, I hereby consent to and authorize the release of any and all information including criminal history checks to Albany Christian School, which may be considered in evaluating my qualifications for employment. I authorize Albany Christian School to contact all references and supervisors listed on this application and resume. I therefore release all parties and persons connected with any request for information from all claims of liability and/or damages for whatever reasons arising out of furnishing such information.

Signature_____ Date_____

Non-Discrimination Policy

Albany Christian School is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color and national or ethnic origin.

Consent for Criminal Background Check

Your signature below authorizes Albany Christian School 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.

Full legal name_____ Male_____ Female_____

Current address_____

Other names used_____
(Maiden, alias', legal name change, etc.)

Date of Birth_____ DL#_____ State_____

SSN# _____

Previous addresses in past 7 years_____

_____

_____

_____

Have you ever been convicted of any crime? Yes No

If "yes" explain_____

_____

_____

_____

I have reviewed and completed this form as applicable to me. I give Albany 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 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_____ Date_____

Signature of witness_____ Date_____