Employment Application – Substitute Teacher

Applications are received and employees are hired without regard to race, color, sex, national origin, marital status, physical or mental handicap, veteran's status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in our organization.

While completing this application, if you find it necessary to provide additional comment or explanations to questions asked, please attach addition sheets of paper. **PLEASE PRINT OR TYPE ALL INFORMATION**.

PERSONAL INFORMATION

Date Prepared_____

Name_____ Social Security No. _____

Personal email address_____

Present Address_____ Home Phone_____

How long have you lived at above address? _____

Previous Address_____ How long did you live there?_____

Are you over the age of 18? ____Yes ____No. If no, employment is subject to verification that you are of minimum legal age

Are you a citizen of the United States or legally authorized to work in the United States? ____ Yes ____ No

EMPLOYMENT INFORMATION

Position applying for _____ Date Available for work_____

Salary/Hourly expectations?_____

Type of employment: _____Full Time _____Part Time _____ Temporary

What days and hours if part time? S M T W TH F S Hours: _____

Have you ever applied for a job with Lakes before? _____ Yes _____ No

Which department are you interested in teaching in (Preschool, Elem., MS, or HS)? _____

How did you hear about this position?_____

What would you like to be doing five years from now? _____
_____

Have you ever been convicted of any crime (felony or misdemeanor) other than a minor traffic violation? _____ Yes _____No

(a criminal conviction will not necessarily disqualify you from employment unless it is job related)

If yes, please state date, court and place where offense occurred and any other factors you feel should be considered:_____

Have you ever been discharged or requested to resign from a position? _____ Yes _____No

If yes, please explain:_____

Have you ever been discharged or requested to resign from a position in education?_____ Yes _____No

If yes, please explain:_____

Does your present employer know of your plans to change employment: _____ Yes _____ No

Why do you desire to make a change? _____

Would you have steady transportation to work? _____Yes _____No

Do you have any personal responsibilities or problems that may affect your daily attendance? _____Yes _____No

If yes, please explain:_____

_____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with Lakes?

_____

PRIOR WORK RECORD (Start with most recent or present employer)

1. Name of Employer: _____ Phone: _____

Address_____

Name & Position of supervisor: _____ Date of Employment: From _____ To_____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties:_____ Ending Rate: _____

Reason for Leaving: _____

2. Name of Employer: _____ Phone: _____

Address_____

Name & Position of supervisor: _____ Date of Employment: From _____ To_____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties:_____ Ending Rate: _____

Reason for Leaving: _____

3. Name of Employer: _____ Phone: _____

Address_____

Name & Position of supervisor: _____ Date of Employment: From _____ To_____

Position & Title held: _____ Starting Rate: _____

Describe Your Duties:_____ Ending Rate: _____

Reason for Leaving: _____

May we contact employers listed above? _____

If not, indicate by Number which one(s) you do not wish us to contact: _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

Name: _____ **Phone:**_____ **Years Known:** _____ **Email:**_____

Name: _____ **Phone:**_____ **Years Known:** _____ **Email:**_____

Name: _____ **Phone:**_____ **Years Known:** _____ **Email:**_____

EDUCATION INFORMATION

Schooling	Years completed	Degree	Name of School	Location	Did you Graduate
High School					
Trade Business					
College					
Graduate School					

Describe any other specialized or professional training (such as computers, ect). If you are presently enrolled in school, what are you studying?_____

Do you have a current Teaching Certificate in the State of Florida? _____Y _____N

If so, what field:_____ Expiration:_____

Do you have a current ACSI Teacher Certificate? _____Y _____N

If so, what field:_____ Expiration:_____

Additional Certifications:_____

First Aid/CPR Certified?_____

Please attached all transcripts, certificates, letters of recommendation, and or First Aid/CPR cards you have.

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

Current Church_____ Dates Attended_____ City/State_____ Phone #_____

Previous Church_____ Dates Attended_____ City/State_____ Phone #_____

Previous Church_____ Dates Attended_____ City/State_____ Phone #_____

Member of good standing in your current church?_____ Years?_____

If a member of our church, how long have you been attending Lakes Church? _____ Years _____Months

Briefly give your Christian testimony. Please include your testimony of salvation; _____

_____

_____

_____

_____

_____

_____

Please read carefully the Baptist Faith and Message (Baptist Faith & Message 2000) – Are you in agreement with this document? _____Yes _____No

If no, please explain areas of disagreement. _____

_____

_____

_____

What Church activities are you involved in with a degree of regularity?_____

_____

_____

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

_____

_____

Describe your normal routine of personal prayer and devotional time; _____

_____

_____

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

_____

_____

TEACHING

Why do you wish to sub at a Christian School?_____

_____

_____

In your opinion what are the main characteristics distinguishing a Christian School from a secular school?_____

_____

_____

_____

What do you consider to be the proper classroom atmosphere for learning?_____

_____

_____

_____

What areas are your strengths and weaknesses? _____

_____

_____

Explain the role of the teacher and the role of the learner in the classroom; _____

_____

_____

_____

ADITIONAL QUESTIONS

Please answer the following questions. You may use additional sheets for explanations if necessary. The information on this application will not be disclosed to unauthorized persons.

		Yes	*No*
1.	*As a church preschool, children, youth worker, teacher or administration of youth, do you agree to observe all guidelines and policies regarding working with preschoolers, children or youth?*		
2.	*Have you ever been convicted of a criminal offense (felony or misdemeanor except for minor traffic violation)? You will need to answer "Yes" if you have entered into a plea agreement including intervention, adjudication withheld or a plea of nolo contendre, in connection with any criminal charge. If you have been convicted of such an offense, please attach a statement or explanation, including the nature of the offense, date, court where conviction occurred, penalty imposed, and other relevant information.*		
3.	*Have you knowledge that you have ever been charged with a sexual offense, a crime relating to children or a crime of violence?*		
4.	*Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances, and names and address of the entity receiving the reports.*		
5.	*Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization? If so, please describe the circumstances, and provide the name and address of the church, school, denomination or religious organization involved.*		
6.	*Have you ever been disciplined or dismissed from employment or a volunteer position by an employer, including charitable or religious organizations or schools. Have you ever been accused or investigated by a charitable or religious organization or school, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer/volunteer coordinator and agency.*		
7	*Have you ever been the subject of a civil lawsuit, or an investigation or allegation of or involving sexual misconduct, sexual harassment or other immoral behavior or conduct? If so, please describe the circumstances and provide the name and address of where the lawsuit, investigation, or allegation arose or occurred.*		
8.	*Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar service?*		
9.	*Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children? If so, please describe the circumstances, and provide the name and address of the employer, church or organization with which you and/or the children were associated at the time of the accident.*		
10.	*Is there any investigation, review, or disciplinary action pending by any governmental or law enforcement agency, employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence or misconduct involving children?*		
11.	*Do you use illegal drugs? If so, please explain*		
12	*Have you ever been a defendant in a civil action for intentional tort, including but not limited to, assault or battery? If so, please describe what happened, the date and the disposition.*		

APPLICANT'S STATMENT – READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false or misleading statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigations on my personal history and financial and credit record through any investigative or cred it agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at Lakes Church is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on my and I consent to any such check.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches and all references, and any other persons or organizations. Wheater or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature: _____ Date: _____