



**TERRA CEIA**  
CHRISTIAN SCHOOL

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**Substitute Teacher Application for Employment**

*The mission of Terra Ceia Christian School is to equip students academically, spiritually, and socially to serve Jesus Christ in all areas of life.*

**NOTE: Electronic submissions are required.**

**I. Personal Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Other Surname(s) Reflected on Employment or Educational Records: \_\_\_\_\_

Sex: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Church Membership: \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

**II. Education:**

<u>Name of School</u>	<u>Certification/Degree</u>	<u>Date</u>
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Elementary: \_\_\_\_\_

Secondary: \_\_\_\_\_

College/University: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

**III. Professional Learning:** List any seminars or workshops that you have recently attended or coursework completed within the last two years that might better qualify you for this position.

Name

Date

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**IV. Employment Experience:** List the schools/employers in which you have taught or worked in a position relative to the position for which you are making application.

1. School/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

2. School/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

3. School/Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**V. References:** List 3 references other than previously listed supervisors. Please do not list members of your immediate family.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**VI. Statement of Faith:** Please write a brief statement describing your personal relationship with Christ.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**VII. Christian Education:** Because your work will be vital to the cause of Christian education, please describe why Christian education is important to you and how you see yourself working within the Christian school community. Why do you want to work at TCCS?

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**VIII. Talents and Gifts:** How would you be an asset to Terra Ceia Christian School?

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**IX. Preferred Grade(s):**

- K-3rd
- 4<sup>th</sup>-8<sup>th</sup>
- 9<sup>th</sup>-12<sup>th</sup>

**X. Certifications**

**Have you ever plead "guilty" or "no contest" to or been convicted of a crime? If so, please explain on a separate page.** Yes No

**Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment, or an offense relating to children?** Yes No

**Have you ever been discharged from a position or asked to resign? If so, please explain on a separate page.** Yes No

**Are you legally eligible for employment in this country?** Yes No

**Is there any emotional or physical condition that you are presently experiencing or have experienced that may affect your ability to work on a day-to-day basis?** Yes No

**If so, please explain on a separate page.**

I hereby declare that the information contained in this application is true, complete, and correct. I authorize, without reservation, Terra Ceia Christian School and its representatives, employees, and/or agents to make any investigation of my personal, education, and employment history and my background.

I understand and support the mission, philosophy, and statement of faith held at Terra Ceia Christian School. I also understand that if I were to become an employee of the school, I would be expected to be committed to behavior that is in keeping with biblical principles and the employee norms. My work and interactions with faculty, staff, and students should promote Christian convictions and maturity, give glory to God, and further His Kingdom.

I am a Christian and believe the Scripture of the Old and New Testaments to be the inspired Word of God, the only infallible rule of faith and practice. The Bible reveals the way of salvation in Jesus Christ (my Savior and Redeemer and Lord of all creation), requires a life of obedience to the Lord, and provides the key to understanding, to finding, and to interpreting purpose in life. I affirm and wholeheartedly agree with and commit to following the school's statement of faith.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary are valid unless they are in writing and signed by the head of school.

I also understand that is I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that the federal immigration laws require me to complete an I-9 Form in this regard. I understand that any offer of employment is contingent on a successful background check.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

*I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.*

Subject to the United States Constitution, and all applicable state and federal laws, TCCS does not discriminate in its employment or admissions practices. TCCS reserves the right to institute hiring and enrollment practices based on the school's mission statement and philosophies.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_