



# EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHERS

All information must be provided for this application to be considered.

2655 Northbrooke Dr. • Naples, FL • 34119

Office 239.455.1080 • Fax 239.455.5225 • [www.napleschristian.net](http://www.napleschristian.net)

email to: [humanresources@ncanaples.com](mailto:humanresources@ncanaples.com)

## PERSONAL

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Grades you prefer to teach  Pre-K  K-2<sup>nd</sup>  3<sup>rd</sup>-5<sup>th</sup>  Middle School

Subject areas preferred  Art  Music  PE  Technology  Spanish

Marital Status (*Optional*)

Single  Engaged  Married  Separated  Divorced  Widow

Names and ages of children (*Optional*)

Full Name	School	Grade
_____	_____	_____
_____	_____	_____

## EDUCATION

SCHOOL	NAME/LOCATION	DATES FROM/TO	COURSE OF STUDY	DEGREE/DIPLOMA
GRADUATE				
COLLEGE				
SECONDARY				

## TEACHING EXPERIENCE (*Please include any practice teaching or substitute teaching experience.*)

SCHOOL	ADDRESS	SUBJECT/ GRADE	DATES FROM/TO	REASON FOR LEAVING	SUPERVISOR'S NAME & CONTACT INFO

## TEACHING CERTIFICATIONS

KIND OF CERTIFICATION	STATE	FIELD/SUBJECT	DATE ISSUED	DATE EXPIRES

## OTHER WORK EXPERIENCE

EMPLOYER	ADDRESS	POSITION	DATES FROM/TO	REASON FOR LEAVING	SUPERVISOR'S NAME & CONTACT INFO

## PERSONAL REFERENCE INFORMATION

NAME	ADDRESS	PHONE #	E-MAIL	RELATIONSHIP

What do you consider to be the distinctive characteristics of the Christian School?

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List any experience working with children other than classroom teaching.

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Have you had other courses giving specific training for Christian schools?

Yes    No   If yes, explain

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Church Name/Address \_\_\_\_\_

Pastor's Name/Contact Info \_\_\_\_\_

Do you subscribe without reservation to our statement of faith?    Yes    No

Comments \_\_\_\_\_

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What is your attitude about working in an environment with other Christians who hold different theological and social beliefs?

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On a separate piece of paper please label and succinctly respond in one or two paragraphs to each of the following questions/statements.

- A. Briefly describe your salvation experience and your personal relationship with God.
- B. What areas do you feel are your strengths? Weaknesses?
- C. Please summarize any additional information that you would like to present regarding your candidacy for substitute teaching.

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby acknowledge, by checking this box, that I have no prior criminal record. If the box is unchecked, details of any criminal record must be disclosed. Criminal background checks and sex offender registry checks will be completed prior to any employment offer. Employment is contingent upon such checks. The employee and employer agree that the employment relationship is "at will" and either employer or employee may terminate the relationship with or without cause.

I understand that Naples Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, gender, or handicap. Naples Christian Academy requires its employees live a life style that reflects Biblical standards of purity as role models for students and others. (1 Timothy 4:12, Titus 2:28, 1 Corinthians 6:9-10) Employment is conditioned on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired or if hired may subject me to immediate dismissal.

I authorize Naples Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Naples Christian Academy such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage which may result from furnishing the information requested. I further waive the right to personally view any references given to Naples Christian Academy.

**Nondiscrimination Statement** - Naples Christian Academy admits students and hires personnel of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student and employees of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, hiring policies, scholarship and loan programs, and athletic and other school-administered programs.

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

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**Signature of Applicant**

**Date**