



Substitute Teaching Application

Our school exists to provide a distinctive, Biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Wilmington Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its 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 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.

A. Applicant's Name and Address

Last name _____ First name _____ Middle initial _____

Position applied for _____

Application date ____/____/____ Date available ____/____/____

Current address:

Street address _____

City _____ State _____ Zip _____

Phone: Days (_____) _____ Evenings (_____) _____

Cell phone (_____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

B. Christian Background

On a separate paper briefly give your Christian testimony.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired and the only infallible authoritative Word of God. We define the sanctity of life and the definition of marriage in Biblical terms. *(II Tim. 3:16; II Pet. 1:21)*
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. *(Gen. 1:1; John 10:30; John 10:37-38)*
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *(Isa. 7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11; Heb. 9:12; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16)*
4. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. *(Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6)*
5. We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. *(Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)*
6. We believe in the resurrection of both the saved and the lost. *(John 5:28, 29)*
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. *(Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28)*
8. We believe in the creation of man by the direct act of God. *(Gen. 1:26-28)*

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 any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

What is your denominational preference? _____

What is your local church affiliation? _____

C. PROFESSIONAL QUALIFICATIONS

1. Must have a valid Ohio Teaching License or Substitute Teaching License

Please send copy of license to:

WCA, Attn: Administrator, 642 Davids Drive, Wilmington, OH 45177

D. Employment History

Please start with your current or most recent employer and work backward for the past *five years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

2. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

3. Position _____ Dates of employment _____
Employer _____ Address _____

Supervisor's name and phone number _____
Reason for leaving _____

E. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application. Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone & Email	Position

Give three references who are qualified to speak about your character and or work experience. List your current or most recent supervisor *first* then other references.

Name and complete address	Phone & Email	Position

F. Applicant's Certification and Agreement

I understand that Wilmington Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. _____ (Initial)

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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. _____ (Initial)

I authorize Wilmington Christian Academy to thoroughly interview the primary references that 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. . _____ (Initial)

I authorize my former employers and any other references 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. In addition, I hereby release the school, my former employers, all other 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. _____ (Initial)

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 employment that I may receive from the school is conditional until the school has received the 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. _____ (Initial)

I understand that it is the staff's responsibility to disclose any medical condition or prescription or certificate for drug use that may impair judgement in an emergency situation or jeopardize a staff or student's well-being. If a medical condition exists that could jeopardize staff or student's well-being, a medical physician's waiver that validates a staff's ability to perform employment tasks including emergency operations must be in staff file. _____ (Initial)

I understand that this application for employment is valid for no more than 180 days. After that, I must resubmit an application in order to be considered for positions at this school. _____ (Initial)

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time. _____ (Initial)

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application. . _____ (Initial)

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

Applicant signature _____ Date _____

Additional Documents

The following documents are part of the application papers. Please read, sign, and return with the application.

(1) Statement of Faith (2) Lifestyle Statement (3) Declaration of Moral Integrity

I understand that this application is part one of a series of interviews and paperwork in the hiring process at WCA.

Applicant Signature _____ Date _____

The Hiring Process

1. Send the application, and signed documents (Lifestyle Statement, Declaration of Moral Integrity, Reference Release) to:

WCA
ATTN: Head of School
642 Davids Drive
Wilmington, OH 45177

2. Application will be acknowledged and kept 6 months.

3. If personnel opening exists and your application is chosen for an interview, you will be contacted by email and phone.

4. The application process involves an interview.

5. The WCA leadership purposes to hire through prayer, references, and interviews for the best of the WCA students, families, and vision. Our desire is to have a team that serves Christ, the students and families, and staff. Yet, we desire to also serve you as we labor for the glory of Christ.



Lifestyle Statement

Wilmington Christian Academy is a religious, nonprofit organization representing Jesus Christ throughout the local community. Wilmington Christian Academy requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Wilmington Christian Academy Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Wilmington Christian Academy believes that biblical marriage is limited to a covenant relationship between a man and a woman. (Genesis 2:21-24, Ephesians 5:22-33).

Wilmington Christian Academy employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Wilmington Christian Academy that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

Applicant's signature

Date

Administrator's signature *after* discussion with applicant/volunteer

Date



Declaration of Moral Integrity Form

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature

Date

Administrator's signature *after* discussion with applicant/volunteer

Date

"Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4, *The Message*)

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)



Authorization to Release Reference Information

I, _____ have made application for a position as a _____ (job title) with Wilmington Christian Academy. I have authorized the school to thoroughly interview the primary references that 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 all other matters related to my suitability for employment.

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.

In addition, I hereby release the Wilmington Christian Academy, 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, including but not limited to defamation of character or invasion of privacy, that might arise from responding to this reference request.

I waive the right to ever personally view any references given to Wilmington Christian Academy. _____ (initial)

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file. _____ (initial)

I certify that I have carefully read and do understand the above statements. _____ (initial)

Applicant name (print)

Applicant signature

Date

642 Davids Drive, Wilmington, OH 45177

Email: info@wilmingtonchristiank12.com

Website: www.wilmingtonchristiank12.com **Phone:** (937)282-6683