



2530 Crescent Avenue
Eugene, Or 97408
541-485-1855

Substitute Teacher Application

Your interest in Norckenzie Christian Preschool is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we may 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 grateful for those 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 initial 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. Applicants Name and Address

Full name: _____

Application date: _____ Date available: _____

Present address: _____

Phone: _____

Best time to call you? _____

How long have you lived at the above address: _____

Permanent address and phone number if different than present address:

How did you learn about the position for which you are applying: _____

What times/days are you available to substitute? _____

Special Abilities

Please list activities which you would be capable of leading.

Future Plans

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

B. Christian Background

On a separate paper briefly give your Christian testimony.

Bible

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?

Yes _____ No _____

Signature: _____

Statement of Faith

Please carefully read our Statement of Faith and indicate below your degree of support.

____ I fully support the statement as written without mental reservations.

Signature: _____

____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or convictions.

Signature: _____

Church Service

What is your local church affiliation? _____

How long have you attended? _____

In what church activities are you involved and with what degree of regularity?

What other service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

Devotional Life

Describe your routine of personal Bible study and prayer?

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

C. Professional Qualification

Formal Training

Do you hold any degrees?

Degree

Date Received

Issuing Institution

Cumulative grade point average? _____

Teaching experience

Sequentially list your professional teaching experience with the most recent first.

School's Name	Age Group	Dates

Informal Training

List any preschool training courses or class you have attended in the past 2-5 years.

Class	Date Attended	Presented By

Informal Teaching Experience

School's Name	Age	Dates

List any books or articles that you have read recently that have helped you grow professionally and prepare you for teaching young children:

List any other conference or seminars which you have led or participated in the past 2-5 years.

E. Personal Philosophy

**** On a separate paper please label and answer in one or two paragraphs each of the questions below.****

1. Why do you wish to teach in a Christian Preschool?
2. What is your philosophy of discipline? Describe your attitude toward physical punishment.
3. What areas do you feel are your strengths? Weaknesses?
4. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. Employment History

Please start with your current or most recent employer or volunteer supervisor. If necessary, you may make copies of this page or use the reverse side of this page using the same format.

1. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

6. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone Number _____
Reason for Leaving _____

G. Personal References

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

Give three references that are qualified to speak of your spiritual experience and Christian service.

Name	Address	Phone	Position or how they know you
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Give three references that are qualified to speak of your professional or volunteer training and experience. List your current or most recent Director or volunteer supervisor first.

Name	Address	Phone	Position	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

H. Applicant's Certification & Agreement

I understand that Norkenzie Christian Preschool does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

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 or falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Norkenzie Christian Preschool to thoroughly investigate my references, work records, evaluations, education, and 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.

I waive the right to ever personally view any references given to Norkenzie Christian Preschool.

Since I will be working with children, I authorize Norkenzie Christian Preschool to conduct a criminal records check.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

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

Signature

Date
