



## SUBSTITUTE STAFF APPLICATION

Your interest in *Faith Heritage School* is appreciated. We invite you to fill out this initial application and return it to [dsamuelson@faithheritageschool.org](mailto:dsamuelson@faithheritageschool.org). The need for staff members varies throughout the school year, so we are always happy to add names to our list of those interested in substituting at FHS. After we receive your application, an interview will be scheduled.

### A. APPLICANT'S INFORMATION

Full name: \_\_\_\_\_

Application date: \_\_\_\_\_ Date available: \_\_\_\_\_

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent address and phone number if different than present address  
\_\_\_\_\_  
\_\_\_\_\_

Please list any additional addresses where you have resided at any time during the past five years:  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Best time to call? \_\_\_\_\_

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

### B. SUBSTITUTE AREA DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference:

(  ) Cafeteria (  ) Office (  ) Maintenance (  ) Library (  ) Other: \_\_\_\_\_

Full time \_\_\_\_ Part time \_\_\_\_ Substitute \_\_\_\_

How did you learn about the position for which you are applying?  
\_\_\_\_\_

Can you submit verification of your legal right to work in the US? Yes \_\_\_\_ No \_\_\_\_

### **C. PROFESSIONAL QUALIFICATIONS**

*Please attach photocopies of any professional qualifications pertaining to the position you are applying for (if applicable).*

Please list any degrees you currently hold.

<b>Degree</b>	<b>Date Received</b>	<b>Issuing Institution</b>
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Your Major(s)

Your Minor(s)

Cumulative grade point average Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total units *after* date of Bachelor's degree \_\_\_\_\_

### **D. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on separate paper.

1. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Company/Organization/School: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Company/Organization/School: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Company/Organization/School: \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## **E. PERSONAL REFERENCES**

*Please do not list family members or relatives for references.*

Give two references who are qualified to speak of your spiritual experience and Christian service. *List your current pastor first.*

1. Name: \_\_\_\_\_

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

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

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

Reference Job Title/Position: \_\_\_\_\_

2. Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Reference Job Title/Position: \_\_\_\_\_

*If necessary, you may follow the same format and list other references on a separate sheet of paper.*

## **F. PROFESSIONAL REFERENCES**

Give two references who are qualified to speak of your professional training and experience. *List your current or most recent supervisor first.*

1. Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Reference Job Title/Position: \_\_\_\_\_

2. Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Reference Job Title/Position: \_\_\_\_\_

*If necessary, you may follow the same format and list other references on a separate sheet of paper.*



Faith Heritage School

## APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that *Faith Heritage School* does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 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 and agree that I will be paid and receive benefits only through the day of release.

I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of 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.

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.

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Applicant's Signature

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Date

Upon completion of this application, please send this application to the address below.

Faith Heritage School  
Attn: Dr. Deborah Samuelson, Head of School  
3740 Midland Ave.  
Syracuse, NY 13205

**Additional Contact Information:**

Phone: 315-469-7777

Fax: 315-492-7440

Email: [lhs@faithheritageschool.org](mailto:lhs@faithheritageschool.org)

Web site: [www.faithheritageschool.org](http://www.faithheritageschool.org)

Unless otherwise requested, all documents become property of Faith Heritage School.  
Applications for employment remain on file for up to 3 years.



Faith Heritage School

## AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as \_\_\_\_\_ with **Faith Heritage School**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 Faith Heritage School, 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.

I waive the right to ever personally view any references given to Faith Heritage School.

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.

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

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Applicant's Name (Print)

Date

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Applicant's Signature

# **Faith Heritage School**

## ***Statement of Faith***

1. We believe the Holy Bible to be the inspired, infallible, authoritative Word of God, and that it is the supreme and final authority in faith and life.
2. We believe that there is one God, eternally existing in three persons; Father, Son and Holy Spirit.
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 death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He is now interceding for us as High Priest and Advocate, and we expect His promised personal return soon for His Church.
4. We believe that the Lord Jesus Christ died for our sins as a representative and substitutionary sacrifice, according to the Scripture; and that all who truly repent of their sins and believe in Him are justified by the vicarious merit of His shed blood.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live in fruitful obedience to God's laws.
6. We believe in the resurrection of both the saved and the lost: the saved into everlasting joy in Heaven with Christ; the lost into everlasting conscious torment in Hell with Satan.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## ***Mission Statement***

Keeping God's truth at the center of learning, nurturing a desire to love Christ, and cultivate a mindset for service.

## **Requirements for Faculty and Staff**

It is vital that the standards at Faith Heritage School be high. The school has a strong positive program to present and it must be undertaken by well-qualified, dedicated personnel.

The following are the spiritual and academic requirements for faculty and staff at Faith Heritage School.

### **Spiritual Requirements**

A candidate must:

1. Be a born-again Christian who is growing in spiritual maturity.
2. Be in full agreement with the school's Statement of Faith.
3. Feel a definite calling from the Lord to Christian School Education and to Faith Heritage School.
4. Be a member of an evangelical church which subscribes to our school's Statement of Faith.
5. Maintain his/her life consistent with the qualifications for elders as set forth in 1 Timothy 3:2 –7
6. Be willing to abstain from the use of tobacco, drugs, alcoholic beverage, and attendance at dances.
7. Be willing to uphold FHS standards of morality, dress, and Christian conduct.
8. Not be a homosexual. Because of the Bible's very clear teaching that homosexuality is sin (e.g. Romans 1:24-32), homosexuals will not be employed at Faith Heritage School.

### **Academic Requirements**

Teacher candidates must have at least a Bachelor's Degree.

Teachers are also expected to hold or be actively pursuing New York State and/or ACSI teacher certification.

Faith Heritage School  
CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK  
IN COMPLIANCE WITH THE FCRA (Fair Credit Reporting Act)

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

Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Date of Birth\*\* \_\_\_\_\_

Social Security Number\*\* \_\_\_\_\_

Male / Female (Circle One)\*\* \_\_\_\_\_

This authorization and consent for release of personal information acknowledges that Faith Heritage School and/or its agent, First Advantage, may now, or at any time I am assigned to, volunteer with or am employed by this school, conduct investigations whether the records are of a public, private or confidential nature. These investigations are limited to criminal history information on file in local, state or federal agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq.

I understand that this search will only be done to determine employment or volunteer eligibility under the school's employment and volunteer policies. Therefore, I authorize and consent for full release of records to the authorized representatives of the school. In addition, I release and discharge Faith Heritage School and its agent and its associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **First Advantage / PO Box 105292 / Atlanta, Georgia 30348-5292** at the telephone number **1-888-215-3727**. After reading this document, I fully understand its contents and authorize background verification.

**\*\*TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF PERSONNEL FILE.**

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT, AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF FAITH HERITAGE SCHOOL.**

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

Applicant (Print Name) \_\_\_\_\_

Applicant Signature \_\_\_\_\_