



SUBSTITUTE TEACHER APPLICATION

***"Love the Lord your God with all your heart, with all your soul,
with all your strength and with all your mind" Luke 10:27***

Your interest in *Faith Heritage School* is appreciated. We invite you to fill out this application and return it to ***smorrison@faithheritageschool.org***. The need for substitute teachers varies throughout the school year, so we are always happy to add names to our list of those interested in substitute teaching at FHS. After we receive the application, an interview will be scheduled.

Please note that official transcripts of course work may be requested at a later time. It is not necessary to send them at this time with the application. If you have any questions about the application or the process, please call Sandy Morrison at 315-420-3332.

A. APPLICANT INFORMATION

Full Name: _____

Application Date: _____ Date Available for employment: _____

Present address: _____

_ List Previous address if you have lived at the above address less than 5 years.:

Cell Phone: _____ Home Phone _____

Best time to contact you? _____ Which phone number shall we use first when calling? _____

Email Address: _____

B. SUBSTITUTE TEACHING AREA DESIRED

Elementary _____

High School _____ Subject Area _____

C. CHRISTIAN BACKGROUND

Please read our *Statement of Faith* on the last page of this application and indicate your degree of support.

___ I fully support the Statement as written without mental reservations.

___ 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 conviction.

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 ___

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member of your church in good standing? _____ How long? _____

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

Describe your routine of personal Bible study and prayer.

What books other than the Bible have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

**Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.*

Please list the degrees you currently hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s): _____

Your Minor(s): _____

Cumulative point average: Bachelor's _____ Graduate work _____

Total number of **semester** or **quarter** units (circle one) *after* date of Bachelor's degree _____

Sequentially list your teaching experience with most recent first.

School Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. TEACHER CERTIFICATIONS *(Please attach photocopies of any certificates held)*

Do you have an ACSI Teaching Certificate? Yes ____ No ____ What level? _____

Remains valid for how long? _____ Expires? _____

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Valid for how long? _____ Expires? _____

If you do not hold a certificate, what requirements do you lack? _____

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years.

1. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

2. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

3. Position _____ Employer: _____ Dates: _____

Address _____

Supervisor: _____ Phone: _____

Reason for leaving _____

If necessary, you may follow the same format and list other employment on a separate paper.

G. PERSONAL PHILOSOPHY

** Please answer in 1 or 2 paragraphs each of the questions below.*

A. Why do you wish to teach in a Christian school? _____

B. What are the main characteristics that distinguish a Christian school from a public school? _____

C. What do you consider to be the proper classroom atmosphere for learning? _____

D. What is your philosophy of discipline? _____

E. What areas do you feel are your strengths? Weaknesses? _____

F. What do you believe about the origin of the earth and mankind? _____

G. Please summarize any additional information that you would like to present regarding your candidacy for this position. _____

H. PERSONAL REFERENCES

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 paper.

I. PROFESSIONAL REFERENCES

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

1. Name: _____ School/Business: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

2. Name: _____ School/Business: _____

Address: _____ Phone: _____

Reference Job Title/Position: _____

If necessary, you may follow the same format and list other employment on a separate paper.



Faith Heritage School
**AUTHORIZATION TO
RELEASE REFERENCE INFORMATION**

I have made application for a position as a _____ 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.

Applicant's Name (Print)

Date

Applicant's Signature

Faith Heritage School
3740 Midland Ave.
Syracuse, NY 13205
(315) 469-7777 Fax: (315) 492-7440
Email: fhs@faithheritageschool.org



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.

Applicant's Name (Print) _____ Date _____

Applicant's Signature _____

Upon completion of this application, please send this application by e-mail or by mailing it to the address below along with copies of all required transcripts, certificates and related documents. If required, school personnel will request original documentation.

Faith Heritage School
Attn: Sandy Morrison
Substitute Teacher Coordinator
3740 Midland Ave.
Syracuse, NY 13205

Additional Contact Information:

Phone: 315-469-7777 Cell: 315-420-3332 Fax: 315-492-7440

Email: smorrison@faithheritageschool.org

Web site: 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

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 drunkenness and the use of tobacco and illegal drugs.
7. Be willing to uphold FHS standards of morality, dress, and Christian conduct.
8. Agree and abide by the biblical definition and principles of marriage and of sexuality including the design of sexual relations to be heterosexual and within a marriage relationship. (Genesis 2, Romans 1:24-32, 1 Co-rinthians 6:9-11, 2 Corinthians 6:14)

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 _____