



WESTLAKE CHRISTIAN ACADEMY

SUBSTITUTE APPLICATION

Please complete all information on this application and return to: info@westlakechristianacademy.org. Please "Save As" and include your last name in the file name.

APPLICANT INFORMATION

Full Name :	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	Social Security #:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code :	<input type="text"/>
Email :	<input type="text"/>		

EMPLOYMENT PROFILE

The following are minimum standards of employment as a substitute teacher at Westlake Christian Academy:

- A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with Biblical mandates, and the Holy Spirit of God.
- One who is faithful in attendance and is actively involved in their own local, evangelical church.
- Is able to articulate the Biblical components of salvation.
- Is in agreement and support of the school's Statement of Faith and Standards of Conduct.
- Can obtain two references - one pastoral reference, and one professional including from a recent supervisor.
- Is willing to submit to a state police criminal background check.
- Has a minimum of a bachelor's degree.

If you believe you meet the qualifications of the above employee profile for Westlake Christian Academy, please complete the remainder of this application.

PERSONAL

Are you a born-again Christian? How long have you had this assurance?

Name of church where current member/attender:

Are you currently attending weekly? How long?

Name of Pastor: Phone number:

Marital Status: Single Married Divorced Remarried

AREA(S) APPLYING FOR:

Early Childhood

Lower Elementary

Upper Elementary

Junior High: Content Area

High School: Content Area

Office

Extended Care

Do you subscribe without reservation to our Statement of Faith? YES NO

Can you work with other Christians who may differ from you in a point of doctrine? YES NO

HAVE YOU EVER BEEN:

Discharged/disciplined in a previous job? YES NO

Arrested? YES NO

Court record expunged? YES NO

If you answered "yes" to any of these questions, please explain in a separate attachment.

When would you be available to begin? Are there days or times you are generally not available?

STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible, authoritative, written word of God. (II Timothy 3:16, 17)
- We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (Matthew 28:19, II Corinthians 13:14)
- We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. (Genesis 1:1, John 1:1-3)
- We believe in the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory. (Colossians 1:13-20)
- We believe that the Lord Jesus Christ is the only mediator between God and man. (I Timothy 2:5)
- We believe that all men are lost and sinful, and that salvation is received through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit of God. (Romans 3:23-26; Titus 3:5)
- We believe that by the present indwelling ministry of the Holy Spirit, the Christian is enabled to live a godly life, and that every believer should practice the holiness which God requires.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:24-25, 28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:12-13; John 17:20-23)
- We believe the support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ. (Matthew 28: 19-20)
- We recognize that there are other doctrines held by various Christian believers which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by the school.

APPLICANT'S CERTIFICATION & AGREEMENT

I understand that Westlake Christian Academy 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 authorize Westlake Christian Academy to thoroughly interview the primary references which I have listed, any secondary references acquired, and other matters related to my suitability for the job.

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 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 the school.

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 office of employment that I may receive from the school is conditioned upon the receipt of background information.

Signed:

Date:

PROFESSIONAL PREPARATION & EXPERIENCE

Please include a resume with this application, that includes any degrees earned, the names of the institution(s), and date of matriculation.

OPTIONAL ADDITIONS TO YOUR RESUME:

- Professional experiences beginning with your most recent full- or part-time jobs including name and location, dates of employment, position held, immediate supervisor's name, and telephone number(s).
- List your total years working in the field of education and your total years of classroom experience.
- Any special courses or training including Bible training and courses in Christian Education philosophy.
- Any awards, achievements, or recognition.
- Any professional educational organization memberships, past and present.
- All teaching certificates/licenses, their types (standard, special ed., etc.), and expiration dates.
- Any special skills or talents including hobbies.

REFERENCES

Required with this application are two WCA reference forms; one professional and one pastoral. These forms should be given to (1) your pastor and (2) your most recent supervisor. Forms can be downloaded at westlakechristianacademy.org/employment and should be returned by the reference to: info@westlakechristianacademy.org. It is the responsibility of the applicant to disseminate reference forms to these individuals. No application will be considered without receipt of both reference forms. Please note that a waiver has been offered to you at the top of each reference form.

Please initial here, indicating your awareness of this waiver information:

NON-DISCRIMINATION STATEMENT:

Westlake Christian Academy does not discriminate in its hiring and admission practices on the basis of race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, athletic policies, personnel policies, or other school administered programs.

APPLICATION CHECKLIST

All supplemental documents and reference forms should be emailed to info@westlakechristianacademy.org. Please include your last name and the document title in each file name. Reference forms may be downloaded at westlakechristianacademy.org/employment.

Pastor Reference

Resume

Supervisor Reference

Criminal Background Check

Date Received: