

# Colorado West Christian School

A Ministry of  
Trinity Reformed Presbyterian Church

2705 Sunnyside Road \* Montrose, Colorado 81401 \* [office@cwcsmontrose.com](mailto:office@cwcsmontrose.com)

970-249-1094 \* Fax 970-249-7988

## Substitute Teacher Application

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_

### I. APPLICANT'S NAME AND ADDRESS

Full name: Miss ( ) Mrs. ( ) Mr. ( ) \_\_\_\_\_

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

Telephone Number: Days \_\_\_\_\_ Evenings \_\_\_\_\_

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

### II. PERSONAL INFORMATION

Marital Status: Single ( ) Engaged ( ) Married ( ) Separated ( ) Divorced ( ) Widow(er) ( )

Please attach an explanation if separated, divorced or remarried.

Spouse's name: \_\_\_\_\_

Spouse's occupation: \_\_\_\_\_

Years married: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages: \_\_\_\_\_

### III. PREFERENCE

Kindergarten \_\_\_\_\_ Elementary \_\_\_\_\_ Junior High/Middle School \_\_\_\_\_

Grades and/or subjects in order of preference:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### IV. CHRISTIAN BACKGROUND

#### Bible

Do you believe the Bible to be the only inspired and infallible Word of God, our final authority in all matters of faith, conduct, and truth? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

**Statement of Faith**

Please carefully read our Statement of Faith (contained later in this application) and indicate below your degree of support for this Statement.

\_\_\_\_\_ 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.

Signature \_\_\_\_\_

**Church**

Denominational affiliation \_\_\_\_\_

Local church membership/attendance \_\_\_\_\_

Address \_\_\_\_\_

Pastor's name \_\_\_\_\_

In what church activities are you involved and to what degree of regularity? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**V. PROFESSIONAL QUALIFICATIONS**

Please attach a copy of all your college transcripts. Should you be offered a position, official copies may be required for our personnel file.

**Formal Training**

What degree(s) have you earned?

<u>Degree</u>	<u>Major</u>	<u>Date Received</u>	<u>Institution</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Cumulative GPA: undergraduate \_\_\_\_\_ graduate \_\_\_\_\_

**Teaching Experience**

List your teaching experience below, listing the most recent first.

School \_\_\_\_\_

Address \_\_\_\_\_

Dates employed \_\_\_\_\_

Grade level/Subjects taught \_\_\_\_\_

Other responsibilities \_\_\_\_\_

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

School \_\_\_\_\_  
 Address \_\_\_\_\_  
 Dates employed \_\_\_\_\_  
 Grade level/Subjects taught \_\_\_\_\_  
 Other responsibilities \_\_\_\_\_

**VI. PERSONAL REFERENCES**

Please list three individuals not related to you who have a definite knowledge of your qualifications and character. Please include your current pastor.

Name and complete address	Phone	Position or relationship to you

**VII. ADDITIONAL NEEDED INFORMATION**

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)  Yes  No

If you have been convicted of such an offense, please attach a statement or explanation, including the nature of offense, date, court where conviction was entered and any other relevant information. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or anti-harassment policy?  Yes  No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge?  Yes  No If yes, please attach a statement or explanation.

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

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Applicant signature

Date

### **VIII. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Colorado West Christian School 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 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.

I authorize Colorado West Christian 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 other matters related to my suitability for the position.

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.

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.

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

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

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

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Applicant signature

Date

### Statement of Faith

As a declaration of its commitment to the promotion of historic Biblical Christianity, the school provides the following Statement of Faith:

- I. **Scripture:** The Bible is the written Word of God, without error in its original writings, the authority by which God directs and governs all our activities, including the education of our children.
- II. **God:** There is one true and living God who eternally exists in three persons—the Father, the Son, and the Holy Spirit. God is the personal sovereign Creator and Sustainer of all things, the Source and End of all truth.
- III. **Jesus Christ:** He is the eternal Son of God, who became man in our own history, and so was and continues to be God and man, in two distinct natures, and one person, forever. Through His incarnation, virgin birth, sinless life, substitutionary death, bodily resurrection, and ascension, He accomplished for His people victory over sin and death. He will return in glory.

- IV. **Man:** Man was created in the image of God as a rational, moral, and spiritual being. He sinned in Adam and fell with him in his first transgression. Man's fall affected the totality of his life. The child is not to be seen as a higher form of animal, the result of an evolutionary process, but as the unique creation of God, and a fallen creature in need of salvation.
  
- V. **Salvation:** Salvation is by God's grace alone. Man can be restored to God only by the regenerating power of the Holy Spirit. Man must repent and believe the Gospel, or be lost eternally.

### **Lifestyle Statement**

Colorado West Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Colorado West Christian School requires its employees and volunteers to be born-again Christians, living their lives as Christian role models. Employees and volunteers 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 and a volunteer 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, volunteers or management. The Colorado West Christian School Statement of Faith expects employees and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees or volunteers to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female. Colorado West Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Colorado West Christian School employees and volunteers 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 or volunteer work. It is the goal of Colorado West Christian School that each employee and volunteer will have a lifestyle in which "He (Christ) may have the preeminence." (Colossians 1:8 NKJV)

### **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 (Hebrews 13:4; Luke 6:40).

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.

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Applicant's signature

Date

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Administrator's signature *after* discussion with applicant

Date

**DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve with **Colorado West Christian School**, I understand that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., (“Protect My Ministry”), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker’s compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

**Acknowledgement and Authorization**

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act.

\_\_\_\_\_  
Signature

TODAY’S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME/INITIAL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\_\_\_\_\_  
SSN

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DRIVER’S LICENSE NUMBER

\_\_\_\_\_  
STATE ISSUED

\_\_\_\_\_  
EMAIL ADDRESS

Please List Other Names Used \_\_\_\_\_

\_\_\_\_\_



