



OAKWELL ACADEMY

SUBSTITUTE TEACHER APPLICATION

OAKWELL ACADEMY

P.O. Box 11016 | College Station, Texas 77842
Phone 979.324.5061 | info@oakwellacademy.org

www.oakwellacademy.org

There's an oak tree in every acorn.

PERSONAL INFORMATION

Name _____
Last
First
M.I.
Preferred Name/Nickname

Address _____
Street
City
State
Zip

Cell Ph _____ Home Ph _____ Work Ph _____

Email _____ Social Security # _____ - _____ - _____

Please list any and all other names by which you have been known (e.g., maiden name, etc.): _____

EDUCATION & CERTIFICATION

Copies of all college/university transcripts—both undergraduate and graduate—must be submitted upon employment, if not before.

College or University	City, State	Degree	Major	Dates Attended	Overall GPA

Please list any and all certifications, licenses, professional designations, and similar forms of professional standing or recognition that you have received. (Please note any that are no longer active.) Also list all professional societies/organizations to which you belong.

Copies of all active memberships, certifications, licenses, etc. must be submitted upon employment, if not before.

TEACHING POSITIONS CONSIDERED

Core Courses (indicate all subjects that you might be interested in teaching and consider yourself qualified)

<u>Grade Level</u>	<u>Aide</u>	<u>Math</u>	<u>Science</u>	<u>History</u>	<u>Lang. Arts / English</u>	<u>Logic</u>	<u>Leadership</u>
Grammar School: Kindergarten	<input type="checkbox"/>	<input type="checkbox"/>	(KinderCore: Math & Language Arts block)				
Grammar School: 1 st Grade	<input type="checkbox"/>	<input type="checkbox"/>	(Math/Science block)	<input type="checkbox"/>	(History/Lang. Arts block)		
Grammar School: 2 nd Grade		<input type="checkbox"/>	(Math/Science block)	<input type="checkbox"/>	(History/Lang. Arts block)		
Grammar School: 3 rd Grade		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Grammar School: 4 th Grade		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Particular subjects or areas of expertise within the core curriculum (e.g., reading specialist, chemistry/physics, etc.): _____

Elective Courses (indicate all subjects that you might be interested in teaching and consider yourself qualified)

<u>Foreign Languages</u>	<u>Fine/Performing Arts</u>	<u>Computer Tech.</u>	<u>Physical Education</u>	<u>Team Sports</u>	<u>Student Activities</u>
<input type="checkbox"/> Latin	<input type="checkbox"/> Music	<input type="checkbox"/> Keyboarding	<input type="checkbox"/> PE/Gym	<input type="checkbox"/> Football	<input type="checkbox"/> Yearbook
<input type="checkbox"/> Spanish	<input type="checkbox"/> Theatre	<input type="checkbox"/> Applications	<input type="checkbox"/> Dance	<input type="checkbox"/> Basketball	<input type="checkbox"/> Newspaper
<input type="checkbox"/> _____	<input type="checkbox"/> Art	<input type="checkbox"/> _____	<input type="checkbox"/> Outdoor Advent.	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Government
<input type="checkbox"/> _____	<input type="checkbox"/> Speech & Debate	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> Soccer	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Please list any special talents and abilities related to teaching: _____

Do you have teaching experience in classical education? Yes No If "Yes," please describe: _____

PROFESSIONAL

Please rate yourself on a scale of 1 to 4 on each of the following criteria. "1" indicates an area of significant weakness; "4" an area of significant strength.

1. Vision for ministry	1	2	3	4
2. Communication ability	1	2	3	4
3. Wise delegation of responsibility	1	2	3	4
4. Consciousness of details	1	2	3	4
5. Clear, informed decision-making	1	2	3	4
6. Discernment of spiritual needs of others	1	2	3	4
7. Recognition of personal accountability and responsibility	1	2	3	4
8. Approachability	1	2	3	4
9. Sensitivity to others' interests	1	2	3	4
10. Broad base of advisors	1	2	3	4
11. Support of student activities	1	2	3	4
12. Respectability	1	2	3	4
13. Receptiveness to new ideas	1	2	3	4

14. Resourcefulness	1	2	3	4
15. Long-range planning	1	2	3	4
16. Commitment to scriptural authority	1	2	3	4
17. Stewardship of resources	1	2	3	4
18. Patience	1	2	3	4
19. Persistence	1	2	3	4
20. Experience in the classroom	1	2	3	4
21. Experience in administration	1	2	3	4
22. Experience in curriculum development	1	2	3	4
23. Integration of Christian philosophy into all aspects of operations	1	2	3	4
24. Communication of Christian philosophy to parents, community, etc.	1	2	3	4

On a separate sheet of paper, please answer the following questions using fewer than 300 words per question.

1. Why do you want to be a part of Oakwell Academy?
2. What do you believe is the unique role of the Christian school?
3. Do you have experience with classical education? If yes, please explain (unless your only experience is as a teacher which you already described on page 2 of this application). If no, what is your view of the classical approach?
4. What do you enjoy and find most rewarding about working with children?
5. What age groups do you feel most effective with and most enjoy?
6. Please list all student activities and/or sports that you desire to work with or coach.
7. What is your view of parents' role in the educational process?
8. Describe how you are a spiritual leader to others.

INTERESTS

Using a separate sheet of paper, please provide the following information:

1. Please list your travel experiences.
2. What periodicals do you read regularly?
3. What books have you read in the past 12 months? Please provide a complete list of titles and authors. Include a brief report (2-3 paragraphs) on the one book that had the greatest impact on you and why.
4. What are your favorite television programs?
5. Please list the last three movies you have attended and the last three DVDs you have rented.
6. What are your hobbies?
7. What are your favorite forms of recreation?

Employer _____ Employed from ___/___/____ to ___/___/____

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*

No *Please indicate why not:*

Employer _____ Employed from ___/___/____ to ___/___/____

Employer's address & phone # _____

Position _____ Annual Salary (Starting/Ending): \$ _____ / \$ _____

Summary of Responsibilities & Experience:

Specific Reason for Leaving:

May we contact? Yes *Name, title & direct number of contact person:*

No *Please indicate why not:*

REFERENCES

Please provide four references with phone numbers and email addresses. Include at least two professional references and at least one reference (outside of your family) who can comment on your Christian faith.

Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____
Name _____	Relationship to Applicant _____
Company _____	City/State _____
Phone & Email _____	Years Known _____

ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?

Yes No

If "Yes," please explain: _____

If you answered "Yes" to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules?

Yes No

If "Yes," please explain: _____

Our school welcomes employees, volunteers, and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others who may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States?

Yes No If "No," why not: _____

PERSONAL BACKGROUND INFORMATION

If you answer "yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. 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.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
 Yes No
2. Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy?
 Yes No
3. Have you ever been charged in *civil* or *criminal* proceedings with improprieties regarding children or minors?
 Yes No
4. Have you ever entered a plea of guilty, a plea of "no contest" (*nolo contendere*), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?
 Yes No
5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No

CHRISTIAN BACKGROUND & WORLDVIEW

What is your denominational preference, if any? _____ Church name _____

Pastor's name _____ Phone number _____

Address _____

May we contact your pastor? ___ Yes ___ No Contact after (date) _____

Are you active in your church? ___ Yes ___ No In what capacities: _____

Please share your testimony of how you became a Christian: _____

What do you think it means to be a Christian? _____

What authority do the Scriptures have in your life and in the world? _____

Please indicate the extent to which you agree or disagree with each of the following statements:

	<u>Strongly Disagree</u>	<u>Tend to Disagree</u>	<u>Neutral, Uncertain, or "It Depends"</u>	<u>Tend to Agree</u>	<u>Strongly Agree</u>
1. Absolute moral truth exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Absolute truth is defined by the Bible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Jesus Christ led a sinless life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. God is the all-powerful, all-knowing Creator of the universe and still rules it today.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Salvation is a gift from God that cannot be earned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Satan is real and active in the earth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A Christian has a responsibility to share his/her faith in Christ with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The Bible is accurate in all of its teachings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As an educator, your students and/or parents may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views held by those who would be Christian role models for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

Smoking and chewing tobacco

Marijuana and other non-prescription drugs

Entertainment (music/dancing)

Premarital sex

Divorce and remarriage

Abortion

Homosexuality

Sexual activity outside Christian marriage

Personal debt

Gossip

Lying/cheating

If you have a personal testimony regarding any of the above items that you would like to share, please do so here or on a separate sheet.

SIGNATURE OF ATTESTATION

I hereby attest that all information provided in this application is complete and truthful.

Signed: _____

Date

Printed Name: _____

SCHOOL STAFF AGREEMENT

MISSION OF OAKWELL ACADEMY

Oakwell Academy exists to love and glorify God, love and build up the body of Christ through discipleship, and to help fulfill the Great Commission by loving those who do not know Jesus, affirm and encourage parents, educate students with excellence, and integrate home and school learning and experiences.

STATEMENT OF FAITH OF OAKWELL ACADEMY

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons--Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. 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: 28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. We believe that marriage is the God-ordained uniting of one man and one woman in covenant commitment for a lifetime and that sexual intimacy is a gift designed for the marriage relationship only (Genesis 2:24; Matthew 19:4-6; Hebrews 13:4).

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position, remaining united in the salvation and love of Christ and avoiding the dissension which may be caused by denominational distinctives.

STATEMENT OF NON-DISCRIMINATION

Oakwell Academy shall make no distinction in its admission or operating policies with regard to an individual's race, color, national origin, and ethnic origin because we recognize that there can be no preferential treatment with God (Romans 2:11). Oakwell Academy shall admit students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It shall not discriminate based on race, color, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs. Oakwell Academy does not discriminate against applicants and employees on the basis of race, color, gender or national or ethnic origin.

STATEMENT OF CHRISTIAN CONCILIATION

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including any claim or statutory claims, shall be settled by Biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure of Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Parents, faculty, staff, volunteers and the Board of Trustees must be in agreement with the Oakwell Academy mission statement, statement of faith, statement of Christian conciliation, and other above statements. Please sign below if you agree with everything included in the document:

Signed: _____

_____ *Date*

Printed Name: _____

DECLARATION OF MORAL INTEGRITY

I understand that Oakwell Academy expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for such a ministry position, in the capacity of an employee or a volunteer at this school, I recognize, understand, and agree to live by the Christian moral standards of Oakwell Academy.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. Inappropriate conduct is deemed to include, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (*e.g.*, premarital sex, cohabitation, extramarital sex), homosexual or lesbian conduct, bisexual conduct, any attempt to change one's sex, disagreement with one's biological sex, incest, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law. I understand that any such conduct is grounds for dismissal.

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 Oakwell Academy.

Signed: _____

Date

Printed Name: _____

*Honor marriage, and guard the sacredness of sexual intimacy between wife and husband.
God draws a firm line against casual and illicit sex.
Hebrews 13:4 (The Message)*

*A pupil is not superior to his teacher, but every one [when he is] completely trained—
readjusted, restored, set to rights, and perfected—will be like his teacher.
Luke 6:40 (Amplified Bible)*