



OAKWELL ACADEMY

SUBSTITUTE TEACHER APPLICATION

OAKWELL ACADEMY

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 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.

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 (Please note any that are no longer active.)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.

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

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

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. Integration of Christian philosophy into all aspects of operations	1	2	3	4
21. Communication of Christian philosophy to parents, community, etc.	1	2	3	4

If you know any of the following please answer below:

1. Meyers Briggs Type - _____
2. Enneagram Number - _____
3. Strengths Finder - _____
4. 5 Voices – strongest voices - _____
5. 5 Love Languages in order - _____
6. Top Spiritual Gifts - _____

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. What do you enjoy and find most rewarding about working with children?
4. What age groups do you feel most effective with and most enjoy?
5. Please list all student activities and/or sports that you desire to work with or coach.
6. What is your view of parents' role in the educational process?
7. 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 blogs/articles 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 (1-2 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 movies you watched at home.
6. What are your favorite forms of recreation/hobbies?
7. What does your daily time with God look like?
 - When do you spend time with Him?
 - Where do you physically go in your home or outside?
 - What do you do with Him?
 - Approximately how often are you spending time with God?
 - Approximately how long each time you meet with him?
8. What is the most recent truth that God has been teaching you about?
9. What is your favorite book of the Bible? Why?
10. What is the character in the Bible you have learned the most from? (besides Jesus)
11. How often do you go on date nights with your spouse?
12. What is your current social media intake, approximately how many hours a day do you spend on social media? Which social media platforms do you use regularly?

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: _____

Smoking and chewing tobacco

Personal Conviction:

Any current struggle:

Marijuana and other non-prescription drugs

Personal Conviction:

Any current struggle:

Entertainment (music/dancing)

Personal Conviction:

Any current struggle:

Premarital sex

Personal Conviction:

Any current struggle:

Divorce and remarriage

Personal Conviction:

Any current struggle:

Abortion

Personal Conviction:

Any current struggle:

Homosexuality

Personal Conviction:

Any current struggle:

Sexual activity outside Christian marriage

Personal Conviction:

Any current struggle:

Personal debt

Personal Conviction:

Any current struggle:

Gossip

Personal Conviction:

Any current struggle:

Lying/cheating

Personal Conviction:

Any current struggle:

Pornography and Masturbation

Personal Conviction:

Any current struggle, When was the last time you chose this sin?:

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)*