



HERITAGE CHRISTIAN SCHOOL
225 Newton Avenue
Bridgeport, West Virginia 26330

SUBSTITUTE TEACHER APPLICATION

Your interest in Heritage Christian School is appreciated. We invite you to fill out this application and return it to our school office. We may also contact your references.

We look forward to receiving your application. Thank you for your interest in the ministry of HCS.

A. Applicant's Name and Address

Full name: _____

Application date __/__/____ Date available __/__/____

Present address _____ City _____ State _____ Zip _____

Length of time at this address: _____

Permanent address and phone number is different than present address:

_____ City _____ State _____ Zip _____

Email Address _____

Phone: Day (_____) _____ Evening (_____) _____

Best time to call you: _____

- ◆ On the reverse side please list any additional addresses where you have resided at any time during the past five years.

B. Sub Position Desired

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grade or subject in order of preference:

(_____) PreK/Kindergarten _____

(_____) Elementary _____

(_____) Junior High _____

(_____) High School _____

Please list subject areas you are qualified to substitute:

How much notice do you require for a substitute request?

24 hrs. _____ morning of _____ night before _____ other _____

C. **Christian Background**

◆ In your own handwriting on a separate paper briefly give your Christian testimony.

Bible: 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 _____ Signature _____

Statement of Faith: Please carefully read our Statement of Faith and indicate below your degree of support.

Statement of Faith

Section 1 - The Scriptures Inspired. The Bible is the only inspired Word of God, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason, but not contrary to reason. (2 Tim. 3:15-17; 1 Peter 1:23-25; Heb. 4:12)

Section 2 - The One True Godhead. The triune Godhead is comprised of three (3) separate and distinct personalities, The Father, The Son, and The Holy Spirit, who are eternally self-existent, self-revealed and function as one entity. Jesus Christ, who is God manifested in the flesh, is the second member of the Godhead, co-equal and co-eternal with The Father and The Holy Spirit.

Section 3 - Man, His Fall and Redemption. Man was created good and upright, for God said, "Let us make man in Our image, after Our likeness." But, man, by voluntary transgression, fell and his only hope of redemption is in Jesus Christ the Son of God (Genesis 1:26-31, 3:1-7; Romans 5:12-21).

Section 4 - The Salvation of Man.

- a. Man's only hope of redemption is through the shed blood of Jesus Christ. On the cross Jesus Christ became sin and sickness providing both salvation and divine healing for all mankind (Psalm 103:3), being justified freely by His Grace through the redemption that is in Christ Jesus. For by grace we are saved through faith.
- b. Faith and Works. Salvation is by faith in Jesus Christ and not by human works; however, our works will determine the rewards in eternity (Romans 10:9-10 and II Cor. 5:10).

Section 5 - The Holy Spirit. We believe in the personhood of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding. (John 3:5, 14:26; 1 Cor. 6:19.)

Section 6 - Christian Life.

- a. Family; Household. "Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ." (I Peter 4:8-11) Children, obey your parents; this is the right thing to do because God has placed them in authority over you. Honor your father and mother. This is the first of God's Ten Commandments that ends with a promise. And this is the promise: that if you honor your father and mother, yours will be a long life, full of blessing. And now a word to you parents. Don't keep on scolding and nagging your children, making them angry and resentful. Rather bring them up with the loving discipline the Lord himself approves, with suggestions and godly advice" (Ephesians 5:22-31, 33-6:4 (LB)).
- b. Marriage. We believe that the term "marriage" has only one meaning as created and sanctioned by God: the uniting of one woman in a single, life-long, and exclusive union, as delineated in Scripture (Genesis 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4.)
- c. Adultery. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that condoning, engaging in, or facilitation of any form of sexual intimacy outside of marriage is sexually immoral, sinful and offensive to God.
- d. Immorality; Gender. We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). Sexual immorality includes, but is not limited to adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex.
- e. Sanctity of Human Life. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
- f. Forgiveness. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- g. Love. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the corporation.
- h. Unity in Christ. We believe that in order to preserve the function and integrity of the Corporation as the local Body of Christ, and to provide a biblical role model to those who serve in and/or with the Corporation and the community, it is imperative that all persons employed by the Corporation in any capacity, or who serve as volunteers, as well as students and parents, agree to and abide by this Statement of Faith. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
- i. Statement of Faith Not Exhaustive. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Corporation's faith, doctrine, practice, policy, and discipline, our Board of Directors is the Corporation's final interpretive authority on the Bible's meaning and application.

_____ 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. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature _____

Christian Living/Role Model:

As a substitute teacher at Heritage Christian School, I agree to live a life that is honoring to God and will not be a stumbling block to my students, avoiding substance abuse, tobacco, cannabis and profane language. As a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage, homosexual or lesbian sexual activity, sexual harassment, sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

All employees of HCS must demonstrate a consistent role modeling of biblical morality and family living.

I can agree to the Christian Living/Role Model expectations as a substitute teacher at HCS.

Signature

D. Professional Qualifications

Should you be offered a full-time teaching position, you will be required to submit official copies of your college transcripts for inclusion in your personnel file.

Degrees	Date Received	Issuing Institution

Major(s) _____

Minor(s) _____

Teaching Experience: Sequentially list your teaching experiences with most recent first.

School's Name	Grades or Subjects	Dates

Expiration date Do you have a state teaching certificate? _____ Which State? _____

What kind? _____ Valid for _____ yrs.

E. Professional References

Do not list family members or relatives for references.

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

Name	School Address	Phone	Position
1.			
2.			
3.			

Please complete the “Authorization to Release Reference Information” form that is attached and return it with this application.

F. Personal References

Name	Address	Phone	Position
1.			
2.			
3.			

G. Please summarize why you desire to substitute teach in a Christian school and specifically at Heritage Christian School.

**HERITAGE CHRISTIAN SCHOOL
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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position with Heritage Christian School and I authorize HCS to inquire about my work and personal history and to verify all data given in my application for employment.

I authorize the release and giving of any information requested by Heritage Christian School such as employment records, performance reviews and personal references whether such information is favorable or unfavorable to me.

I release any person, organization or company from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Heritage Christian School.>.

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

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____

Date _____