



Christ the Savior Academy · 7515 E. 13th Street · Wichita, KS 67206
www.csawichita.org · email: hr@csawichita.org

APPLICATION FOR SUBSTITUTE TEACHING POSITION

Thank you for your interest in Christ the Savior Academy, Inc., "CSA." We look forward to receiving your application and ask that you sign, date and send your completed application to the School address given above.

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (day): _____ Phone (evening): _____

Email Address: _____

Date of Application: _____ Date Available for Hire: _____

Are you legally eligible to work in the United States? yes no
(Proof of citizenship or immigration status will be required upon employment.)

State Teaching credentials/licenses you have which are currently valid:

| State | Type of Certificate | Subject Area | Expiration Date |
|-------|---------------------|--------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Have you ever been convicted of a felony? (Convictions will not necessarily preclude employment.)
 yes no If "yes," please provide details below:

Have you ever been accused, arrested, or convicted of any crime involving sexual misconduct with minors?
 yes no If "yes," please provide details below:

Have you ever been accused, arrested, or convicted of any crime involving providing illegal drugs or alcohol to minors?
 yes no If "yes," please provide the details below.

I. Professional Qualifications:

Should you be offered a position, official copies of your college transcripts may be required to be submitted for inclusion in your personnel file.

Formal Training:

| Degree: | Date Received: | College: | Grade Point Average |
|---------|----------------|----------|---------------------|
| | | | |
| | | | |
| | | | |

Your Major Subjects: _____

Your Minor Subjects: _____

Teaching Experience: (Please list most recent first.)

| Dates: | Name of School & Location: | Subjects: |
|--------|----------------------------|-----------|
| | | |
| | | |
| | | |

Number of years of teaching experience: Public School: _____ Private School: _____

Employer Name:

Employer Address:

City:

State:

Zip:

Employer Phone:

Dates of Employment:

Names of all Supervisors:

Monthly Salary: Starting:

Final:

Job Title:

Description of Your Work:

Reason for Leaving:

Do you have a background in any of the following subjects?

Greek

- I have taught Greek for grades _____ through _____.
- I have studied Greek and am proficient to teach it, if asked.

Latin

- I have taught Latin for grades _____ through _____.
- I have studied Latin and am proficient to teach it, if asked.

Physical Education

- I have taught PE or coached a sport. Please list: _____
-

Art

- I have taught art.
- I have a background in art and would be proficient to teach it, if asked.

Music

- I have taught music.
- I have a background in music and would be proficient to teach it, if asked.

II. References

If applicable, please give the name of your clergy member and a way for us to contact him. In addition, please provide one other personal reference.

Clergy Reference:

Clergy Name: _____ Phone: _____

Email: _____ Church: _____

Are you a member in good standing? yes no

Personal Reference:

Name: _____ Phone: _____

Email: _____

Address: _____ City: _____

State: _____ Zip: _____

I hereby certify that the facts set forth in this application are true and complete. In the event of employment, I understand that false or misleading information given in my application, any required document, or interview(s) may result in discipline, up to and including termination of my employment.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days and that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I understand that employment with CSA is “at will.” This means employment may be terminated with or without notice and with or without cause at any time by either me or CSA, for any reason not prohibited by law. I understand that no handbook, manual, other document, or statement shall limit CSA’s right to terminate my employment at any time, with or without cause or notice, for any reason not prohibited by law, or to make changes to my position, title, job responsibilities, or compensation level; that no manager, supervisor, or other employee of CSA has the authority to enter into any agreement for employment for a fixed duration or for other than “at will” employment; and that only the President or Board Chair of CSA has the authority to make such an agreement if it is in writing and signed by the President or Board Chair.

I understand that any employment offer is contingent upon the following: (i) my providing, within three (3) days of employment, valid proof of my identity and eligibility to work in the United States; and (ii) my consent for CSA to obtain consumer reports and other background checks regarding me. I understand, also, that upon employment I am required to abide by all rules, policies, and regulations of CSA.

I understand that CSA is an equal opportunity employer and does not discriminate in its employment decisions against any person because of race, color, sex, disability, national origin, ancestry, age, veteran status, genetic information, or any other status protected by local, state, or federal laws. I understand, however, that although CSA welcomes non-Orthodox Christians to apply, CSA has the legal right not to employ applicants who are not Orthodox Christians.

I authorize Christ the Savior Academy to verify all data given in my application for employment, related papers, and my oral interviews. I further authorize Christ the Savior Academy to thoroughly interview the primary references which 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 CSA to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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

I understand that in order for my application to be complete, I must do the following:

- 1) Print the completed application, sign and date it.**
- 2) Return it to the School Office, by mail, email, or in person.**

Signature of applicant

Date

Name of applicant (Print)

AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made an application for a teaching position at Christ the Savior Academy, Inc., (“CSA”) in Wichita, Kansas. I have authorized CSA to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that know me and have knowledge regarding my faith and work record. I also authorize CSA to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for employment.

I authorize references and my former employers to disclose to CSA 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 CSA, 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 Christ the Savior Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Signature of applicant

Date

Name of applicant (Print)