



Developing Christlike Character  
and Academic Excellence

## Substitute Teacher Application

Name \_\_\_\_\_ Date of Application: \_\_\_\_\_

Your interest in serving as a substitute teacher at Isaac Newton Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. We will keep your information on file, and call you as needed when our teaching staff is absent.

We realize that the key to a successful Christian school is its staff, including substitute teachers. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our heartfelt prayer that God will fulfill his perfect will in the lives of all applicants.

As you complete the attached application, please print or type. Please complete all information on this application and return it to the attention of the Administrator, Isaac Newton Christian Academy, 1635 Linmar Drive NE, Cedar Rapids, IA 52402.

### EMPLOYEE PROFILE

Isaac Newton Christian Academy is a **Christian** school. As such, individuals who work at Isaac Newton Christian Academy must possess all the traits necessary to be an effective minister for Christ, as well as the technical skills of an educator. The following are minimum standards for substitute teacher employment at Isaac Newton Christian Academy.

1. A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with biblical mandates, and the Holy Spirit of God.
2. One who is faithful in attendance and is actively involved in their own local, evangelical church.
3. Is able to clearly articulate the Biblical components of salvation, citing appropriate Scripture passages, to be able to lead a child to a saving knowledge of Jesus Christ.
4. Is in agreement and support of the school's Statement of Faith and Standards of Conduct (see last page)
5. An individual naturally gifted in teaching, who possesses Christ-like qualities of a teacher.
6. Has a current substitute license or elementary teaching license from the State of Iowa Board of Educational Examiners
7. Can provide current copies of certification in bloodborne pathogens training and mandatory reporter training for child abuse.

**If you believe you meet the specifications of the above employment profile for Isaac Newton Christian Academy, please complete the remainder of this application.**

#### Our Mission

It is the mission of Isaac Newton Christian Academy to provide the highest quality Christian education program available through consistent and comprehensive incorporation of Biblical principles.

Areas willing and certified to substitute teach (check appropriate box/es):

- Early Elementary (Preschool, Kindergarten)
- Elementary (1<sup>st</sup> through 5<sup>th</sup> grades)
- Junior High (6<sup>th</sup> through 8<sup>th</sup> grades)
- High School (9<sup>th</sup> through 12<sup>th</sup> grades)
- Physical Education (preschool through 8<sup>th</sup> grade)
- Music (general music, instrumental music, vocal music)
- Computer instruction (Kindergarten through 8<sup>th</sup> grade)
- Resource (Kindergarten through 5<sup>th</sup> grade)

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	
<b>Address</b>	<b>Street</b>	<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Telephone</b>			<b>Work</b>		<b>Email Address</b>
<b>Home</b>			<b>Cell</b>		

Dates available to substitute teach: \_\_\_\_\_  
 Please list specific days you are available to substitute teacher (e.g.: Monday and Thursday, or Monday through Friday, etc.)

Do you have a personal assurance that you are a born-again Christian? \_\_\_\_\_

How long have you had this assurance? \_\_\_\_\_

Denomination affiliation: \_\_\_\_\_

Name of church where you are a member: \_\_\_\_\_

For how long have you been a member of this church? \_\_\_\_\_

Are you currently attending weekly? \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Have you ever filed an application with Isaac Newton Christian Academy before? \_\_\_\_\_

Have you ever been discharged /disciplined in a previous job? \_\_\_\_\_

Have you been convicted of anything other than a minor traffic violation? \_\_\_\_\_

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

Do you have any relatives currently on the staff or board of directors? \_\_\_\_\_

If yes, please give name(s) and relationship(s): \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_

Are you physically and mentally able to perform the essential functions of a substitute teacher? \_\_\_\_\_

\_\_\_\_\_

## PROFESSIONAL PREPARATION AND EXPERIENCE

EDUCATION			
School and Location	Major	Diploma/Degree	Graduated (yes/no)
High School	_____	_____	
College			
Other			

## EMPLOYMENT EXPERIENCE

Please complete this section, even if you plan to attach a resume. List your last three employers, beginning with the most recent. Account for all periods of time including military service and periods of unemployment.

May we check with your present employer for a reference?      yes    no    N/A

Name and Address of Employer	Dates Employed	Duties Performed
Telephone:	Mo/Yr From: To:	
	Hourly rate/salary: Start: End:	
Job Title: _____		Status: Full-time    Part-time    Temporary
Supervisor's Name: _____		
Reason for leaving: _____		
Name and Address of Employer	Dates Employed	Duties Performed
Telephone:	Mo/Yr From: To:	
	Hourly rate/salary: Start: End:	
Job Title: _____		Status: Full-time    Part-time    Temporary
Supervisor's Name: _____		
Reason for leaving: _____		
Name and Address of Employer	Dates Employed	Duties Performed
Telephone:	Mo/Yr From: To:	
	Hourly rate/salary: Start: End:	
Job Title: _____		Status: Full-time    Part-time    Temporary
Supervisor's Name: _____		
Reason for leaving: _____		

**REFERENCES**

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone
					H: B:
					H: B:

**STATEMENT OF FAITH**

Please sign the Statement of Faith below if you agree with it without reservation. If you disagree with any point, please state your viewpoint. (Attach an additional page if necessary.)

**Statement of Faith  
Of the Linn Christian Education Association**

This school is an independent, evangelical Christian organization whose doctrinal position is summarized in our statement of faith:

We believe the Bible to be divinely inspired and the only infallible, inerrant, and authoritative written Word of God.

We believe that there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe in the fall of man, that all have sinned and come short of the glory of God, and that all human beings are born with a sinful nature.

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost to the resurrection of eternal damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ, no matter to which Bible-believing church they belong, ever seeking together to become more and more in every way like Christ who is the head of His body, the church.

We believe that salvation is entirely by grace, through one's personal faith in the person and finished work of Jesus Christ upon the cross.

A list of biblical passages supporting the various points in the Statement of Faith is available in the school office.

Without mental reservation, I hereby subscribe to the above statements.

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Signature

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Date

**STANDARDS OF CONDUCT**

The personal conduct of any Isaac Newton Christian Academy employee should always be consistent with Biblical standards. Actions that could bring dishonor or disgrace to the Lord Jesus Christ or the school will not be acceptable and may be grounds for termination.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that failure to complete any part of the application or to sign this application will result in rejection of my application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand the school's non-denominational position.

## PLEASE READ CAREFULLY BEFORE SIGNING

I, (print name) \_\_\_\_\_, certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I authorize the Linn Christian Education Association to request investigative reports from consumer, law enforcement, and other agencies. These reports may include information as to my character, reputation, personal characteristics, criminal offenses, and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the reporting agencies so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I also understand that a pre-employment physical, drug test, and fingerprinting may be required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of the Linn Christian Education Association, other than the President or his or her designee, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. Further, the President or his or her designee may not alter the at-will nature of the employment relationship unless done so specifically and in writing.

I voluntarily provide the following information to enable the above-described actions to be undertaken; and I have read, understand, and consent by my signature to these statements.

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Employment at Isaac Newton Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Isaac Newton Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Isaac Newton Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's Lifestyle Statement.