

# Substitute Teacher/Non-Instructional Staff Application

*North Raleigh Christian Academy*

*7300 Perry Creek Road*

*Raleigh, NC 27616*

*919.573.7900*

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## Personal Data

Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last Preferred

Address \_\_\_\_\_  
Street City State Zip Code

Length of time at this address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Church you are currently attending \_\_\_\_\_ Are you a member? Yes No

Name of your current pastor \_\_\_\_\_ Church Phone (\_\_\_\_) \_\_\_\_\_

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## Education and Skills

Education and specific training \_\_\_\_\_

Can you operate a personal computer? Yes No If YES, please list the software with which you are familiar:

Do you have a CDL license with passenger approval? Yes No If YES, expiration date: \_\_\_\_\_

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## Convictions

Have you ever been convicted of a crime, not including minor traffic violations? Yes No

If YES, please provide information as follows: convictions(s), location(s), date(s), and disposition(s) \_\_\_\_\_

**This may be subject to verification.**

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## Personal References

Please provide two references not related to you:

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

## Present or Last Employment

School/Company Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Date From \_\_\_\_\_ to \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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## Christian Experience

Please answer each question (type or print) and attach to this form:

1. Are you a born-again Christian? Yes No
2. Give your personal testimony. Please include how and when you came to know the Lord as your personal Savior, your growth since accepting Him and your daily relationship with Him.
3. The Christian servant is most effective when he/she models the Christian life. Please share what this means to you in your personal habits, values, recreation and all-encompassing life style.

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## Statement of Faith

Because the Bible does play such an important role in the life of North Raleigh Christian Academy, our position on the Bible and its teachings is very important. Being non-denominational does not mean we do not believe or teach anything specific. It does mean that denominational differences will not be emphasized at North Raleigh Christian Academy.

The general nature and object of North Raleigh Christian Academy shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

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## Conditions to Applying

In processing this application for some positions, North Raleigh Christian Academy may request consumer credit and police reports. By signing this application, I hereby authorize North Raleigh Christian Academy to obtain such reports and authorize any local, state or federal government agency to release any records requested by North Raleigh Christian Academy.

My signature certifies that the statements made on this application are correct and complete. I understand that any misleading or incorrect statement or omission may render my application void and, if I am employed, be cause for immediate dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as Substitute Teacher/Non-Instructional Staff with North Raleigh Christian Academy. I have authorized the school to investigate references, work records, evaluation, education and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school 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 North Raleigh Christian Academy, 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 certify that I have carefully read and do understand the above statements.

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Applicant's Name (Print)

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Social Security Number

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Applicant's Signature

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Date

# SUBSTITUTE TEACHER INFORMATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Home

Cell

If you have children at NRCA, please list their name(s) and grade(s).

## Grades/Subjects you will be willing to substitute:

\_\_\_\_\_ Lower Elementary (K-2)

\_\_\_\_\_ Art

\_\_\_\_\_ Spanish

\_\_\_\_\_ Upper Elementary (3-5)

\_\_\_\_\_ Music

\_\_\_\_\_ Computer

\_\_\_\_\_ P.E.

\_\_\_\_\_ Middle School

\_\_\_\_\_ Bible

\_\_\_\_\_ History

\_\_\_\_\_ Foreign Language

\_\_\_\_\_ Art

\_\_\_\_\_ English

\_\_\_\_\_ Science

\_\_\_\_\_ P.E.

\_\_\_\_\_ Math

\_\_\_\_\_ Music

\_\_\_\_\_ Computer

\_\_\_\_\_ High School

\_\_\_\_\_ Bible

\_\_\_\_\_ History

\_\_\_\_\_ Foreign Language

\_\_\_\_\_ Art

\_\_\_\_\_ English

\_\_\_\_\_ Science

\_\_\_\_\_ P.E.

\_\_\_\_\_ Math

\_\_\_\_\_ Music

\_\_\_\_\_ Computer

## Days/Times you will be available to teach:

\_\_\_\_\_ Monday Time \_\_\_\_\_

\_\_\_\_\_ Tuesday Time \_\_\_\_\_

\_\_\_\_\_ Wednesday Time \_\_\_\_\_

\_\_\_\_\_ Thursday Time \_\_\_\_\_

\_\_\_\_\_ Friday Time \_\_\_\_\_

Available for cafeteria (9:30 am-1:30 pm)

Yes \_\_\_\_\_ No \_\_\_\_\_

Available for aftercare (2:00-6:00 pm)

Yes \_\_\_\_\_ No \_\_\_\_\_

Available for library duty (3:30-5:15 pm)

Yes \_\_\_\_\_ No \_\_\_\_\_