



# Calvary Christian School

1815 N. 7th Street  
Harlingen, TX 78550  
(956)425-1882  
[www.calvaryharlingen.org](http://www.calvaryharlingen.org)

## Calvary Christian School Substitute Teacher Application

Name: \_\_\_\_\_

\_\_\_\_\_ Application

\_\_\_\_\_ Copy of Driver's License

\_\_\_\_\_ Copy of Social Security Card or Birth Certificate

\_\_\_\_\_ Background Check

If Hired:

\_\_\_\_\_ W-4

\_\_\_\_\_ Employment Eligibility (I-9)

Qualified applicants are employed without regard to race, color, age, ethnic background, or national origin.

CCS SUBSTITUTE TEACHER APPLICATION

PERSONAL INFORMATION

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name: \_\_\_\_\_ SS# \_\_\_\_\_  
                  First          Middle          Maiden          Last

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTIFY IN CASE OF EMERGENCY

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

REFERENCES

Name	Address	Phone	Occupation	Yrs Known
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

SUB. INFO. (Please Circle)

Grades you will substitute for: Preschool    Kinder    1<sup>st</sup>-5<sup>th</sup>    6<sup>th</sup> – 8<sup>th</sup>    High School

Time: Morning Only    Afternoon Only    All Day

EDUCATION

Highest level of education earned: High School    Bachelors Degree    Masters Degree

Teaching Degree: Yes No    What area: \_\_\_\_\_

**CHRISTIAN TESTIMONY**

The Christian testimony of every employee is important to us at Calvary Christian School.

Are you a Christian? Yes \_\_\_ No \_\_\_ Do you use tobacco? Yes \_\_\_ No \_\_\_  
Alcoholic beverages? Yes \_\_\_ No \_\_\_ Recreational drugs? Yes \_\_\_ No \_\_\_

Please relate briefly your personal experience with Christ.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We believe all employees of **Calvary Christian School** have a responsibility of Christian influence and daily example in word and deed. Would it be your Christian commitment to so conduct yourself that your Christian testimony would in no way be impaired?

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

Denominational Affiliation \_\_\_\_\_

Church Membership \_\_\_\_\_

Church Address \_\_\_\_\_

Are you presently involved in the work of your church?

Frequently \_\_\_\_\_ Occasionally \_\_\_\_\_ Infrequently \_\_\_\_\_

I certify that all information given on this application is true, correct, and complete to the best of my knowledge.

Signature: \_\_\_\_\_

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

I have read and agree to abide by the substitute teacher policies and procedures.

Signature: \_\_\_\_\_

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

# BACKGROUND CHECK FORM

(Please PRINT clearly and complete ALL sections)

Attach a copy of your current driver's license and insurance

In order to provide for the safety and well-being of the Students of Calvary Christian School, a background check is required for all substitute teachers.

**EMAIL ADDRESS (REQUIRED)** \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State that Issued DL: \_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Number: \_\_\_\_\_

Ethnicity: \_\_\_ Hispanic \_\_\_ Not Hispanic \_\_\_ Unable to Determine

Race: \_\_\_ American Indian/Alaskan Native \_\_\_ Asian \_\_\_ Black \_\_\_ Native Hawaiian/Pacific Islander \_\_\_ White \_\_\_ Other

- A. Have you ever been convicted of any drug or child abuse related crimes?      \_\_\_ Yes \_\_\_ No
- B. Have you ever been convicted of any crimes related to violence?      \_\_\_ Yes \_\_\_ No
- C. Have you ever been convicted of a major traffic violation, including DWI?      \_\_\_ Yes \_\_\_ No
- D. Have you ever been convicted of ANY misdemeanor or felony crimes?      \_\_\_ Yes \_\_\_ No
- E. Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal?      \_\_\_ Yes \_\_\_ No
- F. Have you ever had a restraining order filed against you?      \_\_\_ Yes \_\_\_ No

**If "Yes" to any question, please complete the following:**

Date: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Type of Offense: *(use back if needed)* \_\_\_\_\_

Explanation: *(use back if needed)* \_\_\_\_\_

**By signing below**, I agree to the rules and regulations of the volunteer program outlined in the Volunteer Handbook. I understand that all involvement with students shall be under staff supervision and is restricted to the school day, on the school grounds, or a school-sponsored activity.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**For Office Use Only:** Submitted \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

I certify that all information on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

Calvary Christian School is hereby authorized to make any investigation of my work, education and background history through any investigative agencies or bureaus of its choice. I release all parties named herein from all liability of any damages resulting from furnishing such information. This inquiry, if made, may include information as to my character and general reputation. I authorize any inquiry to be made on any information contained in this application if I am considered for employment. I agree to furnish additional information as may be required to complete my employment file. I understand that discovery of misrepresentation or omission of facts herein will be cause for immediate dismissal.

I understand that any employment by this school will be on a probationary basis and that I may be discharged without recourse. If employed by Calvary Christian School, I agree to abide by policies.

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Date

Signature