



**Substitute Teacher
EMPLOYMENT APPLICATION**

MISSION STATEMENT

The mission of Bethel Christian School is to assist Christian parents in fulfilling their responsibility for the training of their children by providing a total educational program that is biblically sound, Christ-honoring, and of high standards. We seek to produce students who recognize and practice the lordship of Christ in all of life and learning, and who are thus equipped to function well in society and as members of the Body of Christ.

**Bethel Christian School
1781 W. 38th
Erie, PA 16508
814-868-2365**

Name: _____

Date: _____ **Position Desired:** _____

Applicants are considered for employment without regard to color, sex, national or ethnic origin.

APPLICATION

I. PERSONAL DATA

Full Name _____
Last First Middle Maiden

Address _____
Street

_____ City State Zip Code

Phone: Home () _____ Cell () _____ Work () _____

Email address: _____ Date Available: _____

Best time to contact you: _____

Are you a U.S. citizen? Yes No

Have you ever served in the United States Military? Yes No

Please list any other names that you may be known as or have used: _____

On a separate sheet of paper, please list any additional addresses where you have lived anytime during the past five years.

II. CHURCH AFFILIATION

Name of present church _____

Pastor's Name _____ Denomination _____

Address _____

Telephone Number _____ Are you active in your church? _____

If yes, in what capacity? _____

III. SUBSTITUTE TEACHING POSITION DESIRED

- Kindergarten
- Lower School (1- 6)
- Upper School (7 - 12)

List preference of Grades and/or Subjects for grades:

IV. PROFESSIONAL QUALIFICATIONS

Degree _____ Date Received _____
Issuing Institution _____ State _____
Major _____ Minor _____

Degree _____ Date Received _____
Issuing Institution _____ State _____
Major _____ Minor _____

Degree _____ Date Received _____
Issuing Institution _____ State _____
Major _____ Minor _____

Do you hold a valid State Teaching Certificate? YES () NO ()
If yes, what type and State? _____

Do you hold a current ACSI certificate? YES () NO ()
If yes, what type? _____

Total years of teaching experience: Public _____ Private _____

Extra-Curricular Experience
(For coaching or club sponsorship consideration; this is not mandatory of all applicants)

Sport / Activity _____ Title _____
Professional Affiliation / University / School _____
Years of Experience _____ Supervisor _____ Contact Number _____

Sport / Activity _____ Title _____
Professional Affiliation / University / School _____
Years of Experience _____ Supervisor _____ Contact Number _____

Sport / Activity _____ Title _____
Professional Affiliation / University / School _____
Years of Experience _____ Supervisor _____ Contact Number _____

V. EMPLOYMENT HISTORY

List all jobs, activities and other experience including volunteer work, part-time employment while in school and self-employment in the last 10 years. Please start with your current or last employer and work backwards. Include any job-related military service assignments and/or volunteer activities. If you need additional space, please include another sheet of paper.

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number(s) Daytime: Evening: ()()			
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number(s) Daytime: Evening: ()()			
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed or Grades/Subjects Taught:
	From	To	
Address:			May we contact? Yes No
Phone Number(s) Daytime: Evening: ()()			
Supervisor:			
Reason for Leaving:			

VI. PROFESSIONAL REFERENCES

Please do not list family members as references.

- 1. Name _____ Title _____
School/Business _____ Telephone Number _____
Address _____
Email Address _____

- 2. Name _____
Title _____
School/Business _____ Telephone Number _____
Address _____
Email Address _____

- 3. Name _____ Title _____
School/Business _____ Telephone Number _____
Address _____
Email Address _____

VII. ABILITY TO PERFORM ESSENTIAL JOB FUNCTIONS

Is there any reason why you might not be able to perform the duties and responsibilities of the position for which you are applying? **YES () NO ()**

If yes, please explain. _____

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position?

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? **YES () NO ()**

VIII. PERSONAL HISTORY

If you answer "Yes" to any of the questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition, or other appropriate explanation. A conviction record will not automatically prohibit employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation, will be considered.

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? **YES () NO ()**

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? **YES** () **NO** ()

Have you ever been charged (even if dropped) in a **civil** or **criminal** proceeding, convicted of, or under pending indictment for any crime that bears upon your fitness to work with children? These would include, but not be limited to sexual abuse or molestation of children, sexual harassment, or any other criminal activity involving youth or children. **YES** () **NO** ()

Have you ever entered a plea of guilty, a plea of 'no contest' (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, or in a public service or education program for **any** crime other than a minor traffic offense?

YES () **NO** ()

CERTIFICATION AND AGREEMENT

I understand that Bethel Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

AUTHORITY TO RELEASE REFERENCE INFORMATION

I authorize Bethel Christian School to thoroughly investigate references, work records, evaluations, 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.

I waive the right to ever personally view any references given to Bethel Christian School.

I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Print Name _____

Signature _____ Date _____

PLEASE RETURN THIS APPLICATION WITH THE FOLLOWING DOCUMENTS TO:

**Bethel Christian School
Attention: Garry Shultz, Administrator
1781 West 38th Street
Erie, PA 16508**

STATEMENT OF FAITH

Bethel Christian School is a ministry of Bethel Baptist Church, and the school's Statement of Faith is identical to that of the church. The following is Article II, "Articles of Faith," of the Constitution of Bethel Baptist Church.

Section 1. The Scriptures. We believe the Bible to be inerrant in the original writings and that it was verbally inspired and produced by the Holy Spirit through holy men of old. It is the only complete and final revelation of God's will to man and the only rule of faith and practice. (II Tim. 3:16, 17; II Peter 1:19-21).

Section 2. God. We believe there is one and only one living and true God, and infinite Spirit, the Maker and Supreme Ruler of heaven and earth; eternally existent, omnipotent, omniscient, omnipresent; that in the unity of the Godhead there are three persons, Father, Son and Holy Spirit, equal in every divine perfection, essence and power. (Gen. 1:1; Ex. 3:14; 20:2,3; I Cor. 8:6; Rev. 4:11; Matt. 28:19; I John 5:7).

Section 3. The Person and Work of Jesus Christ. We believe in the deity of the Lord Jesus Christ; that He was the Creator of all things, that He was begotten of the Holy Spirit in a miraculous manner, born of the Virgin Mary, and that He is both the Son of God and God, the Son. We believe that He was tempted, yet without sin in His life; in His substitutionary death on the cross for our sin; His bodily resurrection; His ascension to the right hand of the Majesty on high, uniting in His wonderful person the tenderest sympathy with Divine perfection, thus He is in every way qualified to be a suitable and compassionate Intercessor for believers; His pre-millennial, personal, visible return for His own. (John 1:1; Heb. 1:1-3; Gen 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; John 1:14; I Cor. 15:3-8; Heb. 4:14, 15; Acts 1:11; I Thess. 4:13-18).

Section 4. The Holy Spirit. We believe that the Holy Spirit is a Divine Person, the Administrator of the things of God through believers in the world. He convicts of sin, righteousness and judgment; is the Agent of the new birth; seals, endues, guides, teaches, witnesses, sanctifies and helps the believer; restrains the evil one until He is taken away at the time of the Rapture. (John 14:16,17,26; 16:8-11; 3:5,6; Matt; 28:19; Gen. 1:1-3; Eph. 1:13,14; 4:30; Luke 24:49; Rom. 8:14,16,26,27; II Thess. 2:7)

Section 5. Creation and Man. We believe that God created the heavens and the earth, including all life, each after its own kind by direct act and not by a process of evolution. We believe that God created man in innocence of His own image as a separate and distinct act; but by voluntary transgression, man fell from his sinless estate in consequence of which all mankind are now sinners, not only by nature, but by choice; therefore, they are under just condemnation without defense or excuse. (Gen. 1,2; 3:1-6; Rom. 5:10-19; 1:18,32; Col. 1:16,17; John 1:3)

Section 6. Salvation. We believe salvation to be by grace through faith, wholly apart from human works and merit, and that each individual must exercise personal faith in the redeeming work of Christ in order to be saved. He must be born again; the new birth is instantaneous and not a process; that by the new birth an individual becomes a new creation in Christ Jesus. We believe that all who are truly born again are eternally kept by God the Father for Jesus Christ. (Eph. 2:8,9; Tit. 3:5; Acts 16:31; Rom. 6:23; 10:9,10; John 3:3,7; II Cor. 5:17; Phil. 1:6; John 10:28,29; Rom. 8:35-39; I Peter 1:5)

Section 7. Satan. We believe in the reality and personality of Satan; that through pride he fell from his exalted place as "the anointed cherub that covereth"; that he is the unholy god of this age, the author of all the powers of darkness, and is destined to the judgment of an eternal place in the lake of fire. (Ezek. 28:12-19; Isa. 14:12-15; II Cor. 4:4; Eph. 2:2, 6:12; Rev. 20:10).

Section 8. Heaven and Hell. We believe in a heaven of everlasting blessedness for all who, through faith in Jesus Christ, have been saved, and the everlasting conscious suffering of the lost (those who have not believed in the only begotten Son of God) in the lake of fire. (Rev. 21:1-8; John 3:36).

Section 9. Future Things. We believe in the imminent, pre-tribulation rapture of the saints, which is followed in heaven by the judgment of believers' work and the marriage supper of the Lamb. Simultaneously on earth seven years of tribulation ensue, to be climaxed with the visible and glorious return of Christ with His saints, Who judges

the nations and establishes a literal kingdom on earth for one thousand years. Thereafter, the unbelieving dead are raised to be judged at the great white throne for eternal punishment in the lake of fire. After the judgment of the heaven and earth by fire, God makes a new heaven and a new earth and reveals a new Jerusalem for the eternal abode of the redeemed. (I Thess. 4:13-16; I Cor. 3:11-15; II Cor. 5:10; Rev. 19:7-10; Matt. 24:4-28; Rev. 19:11-21; I Thess. 3:13; Matt. 25:31-46; Rev. 20:4-6, 11-15; II Peter 3:10-12; Rev. 21:1-4).

Section 10. The Universal Church. We believe that the church universal is a New Testament institution unknown to the Old Testament prophets; that it was established by Jesus Christ, Who is its sole Head. It is revealed through the apostles; empowered and perpetuated by the Holy Spirit. It is composed of all born again believers, and is His body for service and His bride for glory. It began on the day of Pentecost and will be completed at the coming of Christ in the Rapture. (Matt. 16:15-18; Eph. 3:1-7; 5:23, 24; 1:22-23; I Cor. 12:4-28).

Section 11. The Local Church. We believe that a local church is a congregation of immersed believers, equal in rank and privilege, subject to the Word of God, and independent of any external, ecclesiastical control whatsoever. They are gathered together for fellowship in the Gospel, for the observance of the ordinances, and for the furtherance of the Gospel. We believe that its officers are pastors and deacons, whose qualifications, claims and duties are clearly defined in the Scriptures. We believe that in all matters of polity, government, discipline and benevolence, the will of the local church is final. (Matt. 18:15-17; I Cor. 1:2; 6:4-5; 7:17; 11:16; I Tim. 3:1-15; Acts 2:41-42; 20:17-28; I Cor. 11:2; Eph. 4:11; Acts 15:13-18).

Section 12. Ordinances.

- 1. Baptism.** We believe that Christian baptism is the immersion of believer (and only a believer) in water to show forth in a solemn and beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life; that it is a prerequisite to the privileges of a church relationship. (Acts 8:36-39; Rom. 6:3-5; Matt 3:16; Col. 2:12; I Peter 3:20, 21).
- 2. The Lord's Supper.** We believe that the Lord's Supper is the commemoration of His death until He come, should always be preceded by a solemn self-examination, and that it has no sacramental value. (I Cor. 11:23-33).

Section 13. The Civil Government. We believe that civil government is of Divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed, except in things opposed to the will of our Lord Jesus Christ, Who is the only Lord of conscience and the coming Prince of the kings of the earth. We believe in separation of church and state; that each in its own realm is sovereign. (Rom. 13:1-7; II Sam. 23:3; Ex. 18:21, 22; Acts 23:5; Matt 22:21; Acts 5:29; 4:19, 20; Dan. 3:17, 18).

Section 14. Evangelization. We believe it is the obligation and responsibility, as well as privilege, of every believer to be a personal soul winner and to do his utmost to carry out the Savior's command to give the Gospel to the whole world. (Mark 16:15; Matt 28:18-20).

Section 15. Human Sexuality and Marriage

- 1.** We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:42)
- 2.** We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

Section 16. Family Relationships

- 1.** We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
- 2.** We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are

responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7)

- I fully support the Statement of Faith as written without mental reservations.
- I support the Statement of Faith except for the area(s) listed on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Print Name _____ Signature _____ Date _____

PERSONAL/SPIRITUAL QUALIFICATIONS/CHRISTIAN BACKGROUND

These spiritual qualifications are essential for employment at Bethel Christian School. In the spiritual qualifications area, deviation from Scriptural standards, or failure to comply with the **Christian role model** guidelines, will be grounds for disciplinary action and may lead to termination.

1. Must be a born-again Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23).
2. Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian Education, compatible with that of Bethel Christian School.
3. Accepts, without reservation, Bethel Christian School's Statement of Faith.
4. Affirms that the Bible is God's Word and the standard for faith and daily living.
5. Manifests, by daily example, the highest Christian virtue, serving as a **Christian role model** (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully, through word, deed, example, and shared experience.
6. Must be a role model in judgment, dignity, respect, and Christian living. This includes the development of the Fruits of the Spirit in one's life (Galatians 5:22-23), and refraining from engaging in personal areas of liberty in situations where an offense may be created within the Body of Christ. (1 Cor. 8:9, Eph. 5:18, Col. 3:17, Titus 2:7-8, 1 Thess. 5:22-23, and James 3:17-18).
7. Agrees to be a **Christian role model** by faithfully attending, and financially supporting a local church whose fundamental beliefs are in agreement with the Bethel Christian Statement of Faith (Hebrews 10:25).
8. Agrees to accept the board's interpretation of biblical standards for sexual behavior. Any sexual misconduct including, but not limited to: premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children, is forbidden and violates the employment requirement of being a **Christian role model** (Romans 12:1-2; 1 Corinthians 6:9-20; Ephesians 5:1-11; 1 Thessalonians 4:3-8; 1 John 3:1-3).
9. Agrees that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
10. Shall be a **Christian role model** in the family and in financial areas. This conduct shall include, but not be limited to, one who manages his own family and finances well (1 Tim. 3:4-5; 1 Tim. 5:8).

All employees of Bethel Christian School must conduct their personal affairs in a manner which recognizes biblical standards for living.

Will you conduct your personal life as a worthy example of Christian life? **YES** () **NO** ()

Do you use alcohol on a regular basis? **YES** () **NO** () If yes, please explain.

Do you use tobacco products? **YES** () **NO** () If yes, please explain . _____

Have you used illegal drugs or do you have a past history of illegal drug use? **YES** () **NO** ()

Will you refrain from the use of illegal drugs? **YES** () **NO** ()

Will you avoid any personal relationships and behaviors which deviate from scripture? **YES** () **NO** ()

Will you regularly attend and actively support the ministry of a local evangelical Christian Church?
YES () **NO** ()

Have you ever been charged with, arrested for, convicted of, or pled guilty, no contest to, had adjudication withheld, been placed on probation for, or entered a pretrial diversion program for the commission of a crime?
YES () **NO** () If yes, on a separate paper indicate the nature of suit, offense, court, date and disposition.

Comments:

Without reservations, except as noted above in my comments, I affirm my commitment to the relational, doctrinal, personal, professional, and academic expectations as presented above. In the future, if I come to disagree with or cannot support any of these positions, I will immediately discuss it with the administrator of Bethel Christian School.

Signature _____

Date _____

QUESTIONS

Please answer the following questions separately and enclose with your completed application.

1. In your understanding, who are God, Jesus and the Holy Spirit?
2. How does a person gain salvation?
3. Please write out your personal testimony regarding your salvation experience.
4. Why do you desire to teach at Bethel Christian School?
5. How do you resolve conflicts?
6. What are your spiritual strengths and God-given gifts that will help you work effectively in a Christian school setting, as well as any areas God has been working to grow you in?
7. What are some of your major goals for the future?



1781 West 38th Street
 Erie, PA 16508
 Phone 814-868-2365
 Fax 814-864-7674

PASTORAL REFERENCE FORM

(THIS FORM IS CONFIDENTIAL)

NOTICE TO APPLICANT: Print your name in the first blank of each reference form. It is the responsibility of the candidate applying for positions to distribute this form to the reference of your choice.

NOTE TO PROVIDER OF REFERENCE: The applicant noted on this form has authorized Bethel Christian School to inquire with all listed references and keep the results confidential.

_____ has applied for a position with Bethel Christian School and we are asking you to evaluate the applicant on the checklist below.

Name of Church: _____ Location: _____

Basis for your evaluation: Served as his/her Pastor from _____ to _____

Observed applicant in church/at church activities. How long? _____

As a condition of employment, this applicant affirms that, as part of the qualifications for this position, he or she is a born again Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)

CATEGORY	Upper 10%	Upper 25% but not upper 10%	Upper 50% but not upper 25%	Lower 50% but not lowest 10%	Lowest 10%	No basis for judgment
Please rate this applicant in the following areas:						
Serves as a Christian role model						
Actively participates in a local church						
Consistent Bible study and prayer						
Develops leaders around them						
Planning, organizing, goal setting						
Communicator						
Team builder						
Judgment						
Integrity						
Respect						
Practices personal decorum						
Confident						
Enthusiasm						
Ethical						
Perseverance						
Initiative						
Develops good rapport with parents, teachers, students						
Encourages, motivates						
Compassionate						
Tactful						
Solution oriented						

Please add any information about this applicant that would assist in our hiring process.

Your Name: _____

Address: _____

Office Phone: _____

Email address: _____

Signature _____

Date _____

THIS FORM IS CONFIDENTIAL AND SHOULD NOT BE RETURNED TO THE CANDIDATE.

**Please return to:
Bethel Christian School
Garry Shultz, Administrator
1781 West 38th St.
Erie, PA 16508**