



# HERITAGE CHRISTIAN ACADEMY

6200 Lou George Loop  
205.978.6001

## NEW SUBSTITUTE TEACHER APPLICATION

Thank you for your interest in joining our team as a substitute teacher. Please read the information in this document.

### PERSONAL INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Cell phone \_\_\_\_\_

Email Address \_\_\_\_\_

### TRAINING AND EXPERIENCE

Name of high school and graduation date \_\_\_\_\_

Please list all post-secondary educational institutions attended in chronological order:

Name of Institution	Location	Dates	Degree

Do you have a teaching certificate? \_\_\_\_\_

What kind? \_\_\_\_\_

What state? \_\_\_\_\_

Validation period \_\_\_\_\_

List experience as an educator:

School	Location	Dates	Subject/Grades

## TRAINING AND EXPERIENCE (CONTINUED)

Indicate the grade level(s) you desire to be a Substitute Teacher (check as many boxes as applicable):

- ☐ Early Education Program (ages 3-5)
- ☐ Elementary (K5-5th)
- ☐ Upper School (6th-12th)

If you checked Upper School above, please indicate the subject areas you would prefer (check as many boxes as applicable):

- |   |  |
|---|--|
| <input type="checkbox"/> Christian Studies Department | <input type="checkbox"/> Mathematics Department        |
| <input type="checkbox"/> English Department           | <input type="checkbox"/> Physical Education Department |
| <input type="checkbox"/> Fine Arts Department         | <input type="checkbox"/> Science Department            |
| <input type="checkbox"/> Foreign Language Department  | <input type="checkbox"/> History Department            |

What days and times are you available to serve as a Substitute Teacher? Please list:

## YOUR FAITH AND PERSONAL VIEWS

How long have you had assurance that Jesus Christ is your personal Lord and Savior? \_\_\_\_\_

Share your Christian testimony.

Local Church Affiliation \_\_\_\_\_

Do you understand and can you support the following for HCA:

- |         |  |                      |  |
|---------|--|----------------------|--|
| Mission | <input type="checkbox"/> Yes <input type="checkbox"/> No | Statement of Faith   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Vision  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Classroom Objectives | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Goals   | <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |  |

If you marked "No" on any of the above, please state your viewpoint.

Can you lead a student in prayer when related to a personal request?

As a Substitute Teacher in a Christian school, on what basis would you require obedience of your students and what standards of discipline would you expect in the classroom?

**REFERENCES** (Not to include family members.)

List references who can testify as to your character and ability.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Length of acquaintance \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Length of acquaintance \_\_\_\_\_

Does anyone on our staff have a personal knowledge of your character or teaching ability?

Name \_\_\_\_\_

**STATEMENT OF INTEREST**

I declare that I am legally eligible to work in the United States of America. I attest that I have not been convicted of a felony, a crime of moral turpitude or a crime involving child abuse, nor do I have a record of a founded charge of child abuse. Since I will be working with children, I understand that I must submit to a background check. I authorize HCA to conduct a criminal records check. I understand and agree that any offer of employment that I receive from HCA is conditioned upon the receipt of background information, including criminal background information. The facts set forth in my application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I agree to the mission, employee lifestyle statement, statement of faith, core beliefs, and statement of cooperation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments:

Dear Substitute Teacher Candidate:

Thank you for your interest in serving as a substitute teacher. You serve a vital role in the day-to-day operation of our school.

Please complete the application to be considered for this role. If you are selected as a substitute teacher, you must submit evidence of a successful background check before you can serve in this role.

The following information will be helpful as you fulfill your duties as a Substitute Teacher:

1. You will be called as needed and will be given as much notice as possible. Teachers are instructed to call for substitutes the night before. If an emergency occurs during the night, you may receive a text between 6:00 and 6:30 a.m. If a teacher's absence is preplanned, he or she should arrange to coordinate with you prior to the absence.
2. Report at 7:35 a.m. or earlier if you have a morning duty to fulfill. You are dismissed at 3:15 p.m. on a full day.
3. Please dress professionally and appropriately.
4. When you arrive, sign-in at the School Office. The office staff will give you direction.
5. Substitute pay is: \$90.00 per day, \$55.00 for up to four hours, and \$30.00 for two hours or less.
6. Teachers are instructed on all materials on the teacher desk. If there is an emergency, teachers will have contingency plans in a notebook. If you fail to find the necessary materials, contact the office.
7. Student cell phone use during school hours is not allowed. All personal technology should be out of sight during the school day.
8. Classroom structure is the greatest challenge. Handle all problems immediately. Do not hesitate to ask for help from another teacher. All student issues should be reported to administration.

We greatly depend on your service, and we realize that you often sacrifice to meet our needs.

Thank you in advance for your willingness to serve HCA in this role.

Sincerely,



Don Wahlman  
Head of School



# HERITAGE CHRISTIAN ACADEMY

## INFORMATION FOR SUBSTITUTE TEACHERS

Please read the following prior to completing your Substitute Teacher Application.

### **STATEMENT OF FAITH:**

- We believe the Bible to be inspired by God, the only inerrant, infallible, and authoritative Word of God and the sole basis for faith and practice.
- We believe there is one God, eternally existing 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 on the cross, His bodily resurrection, His ascension to the right hand of the Father, His personal return in power and glory.
- We believe that salvation is the gift of God through faith in Jesus Christ, neither deserved nor earned but freely given to anyone who will turn from one's sin and call upon Jesus Christ to be his or her Savior.
- We believe it is the responsibility of every Christian to share the good news of Jesus Christ to unbelievers through the power of the Holy Spirit.

### **CORE BELIEFS:**

A Core Belief is your family foundation in belief and practice. Our Core Beliefs are based upon our Statement of Faith and are reflected in our daily actions.

1. We believe that Parents bear the responsibility for the spiritual, academic, and social development of their children. The role of HCA is to partner with parents in their fulfillment of this responsibility.
2. We believe that active participation with a church family by both parents and the student is essential to the ultimate success of the student.
3. We believe that any form of sexual immorality is sin and thereby offensive to God, and that participation in the new birth leads us away from such activities.
4. We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God. Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.
5. We believe the term "marriage" has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman.
6. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

**MISSION:**

The mission of Heritage Christian Academy is to create a safe and effective school program that builds relationships with students and equips them for life through academics and service to Christ.

**STATEMENT OF COOPERATION:**

We understand and agree to comply with the provisions of the Heritage Christian Academy Parent/Student Handbook, including, but not limited to the following:

1. We believe the spiritual development of our child involves home, church, and school and will endeavor to lead in each of these areas.
2. We support the purpose, policies, and procedures of the school. (Romans 13:1)
3. We will teach our child(ren) the importance of developing and maintaining a proper respect and response to God-given authorities. (Colossians 3:20; Romans 13:1)
4. We will teach our child(ren) the importance of developing and maintaining honor and respect for the rights and property of others. (Philippians 2:3-4; 1 Peter 4:8-9)
5. We agree to faithfully pray for the leadership, faculty, parents, and student body of HCA.
6. We understand that our child (grades 6-12) will agree to the student commitments listed below.
7. We understand that HCA abides by biblical principles in conflict resolution. We acknowledge and agree with HCA to abide by these same biblical principles in the resolution of all disputes. (Matthew 18:15-17)
8. We will teach and encourage our child that his or her ultimate purpose, including academic pursuits, is to bring glory to God in all that he or she does (Colossians 3:23-24).
9. We understand that attendance at HCA is a privilege and not a right.

**EMPLOYEE LIFESTYLE STATEMENT:**

Heritage Christian Academy (HCA) is an independent, community Christian school representing Jesus Christ throughout the evangelical Christian community. HCA requires its employees be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). A Christian lifestyle should reflect the Biblical perspective of integrity conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or administration.

Moral misconduct, including but not limited to homosexual or heterosexual conduct as defined by Scripture, violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20).

HCA employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. There are additional grounds whereby an employee may be dismissed from HCA. It is the goal of HCA that each employee will have a lifestyle where "...He (Christ) may have the pre-eminence" (Colossians 1:18).

It is the desire of HCA to provide a healthful, safe, alcohol and drug free workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on HCA premises and while conducting activities related to HCA off-premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse treatment program. Such violations may also have legal consequences.

Under Alabama law, workers who are injured at the workplace or in the course of employment will be tested for drugs and alcohol as a part of off-premises medical treatment. If an employee is found to be impaired by drugs or alcohol, he/she may not be paid benefits under the Alabama Worker's Compensation Law if the injury is a result of an accident caused by drugs and/or alcohol impairment. A positive drug test conducted and evaluated pursuant to standards adopted for drug testing by the U.S. Department of Transportation in 49 C.F.R., Part 40 shall be a conclusive presumption of impairment resulting from the use of illegal drugs. No compensation shall be allowed if the employee refuses to submit to or cooperate with a blood or urine test as set forth above after the accident, after being warned by the employer that such refusal would forfeit the employee's right to recover benefits under this chapter.

*HCA hereby advises you that the refusal to take a blood or urine drug test after an accident will result in the forfeiture of your rights to recover benefits under the Alabama Worker's Compensation Act.*