



## Substitute Teacher Application

505 East 54<sup>th</sup> St. • Savannah, GA 31405

Telephone: 912-509-0540

Website: [www.thehabershamschool.org](http://www.thehabershamschool.org)

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

### PERSONAL INFORMATION

|  |             |
|--|-------------|
| Name of Applicant:   |             |
| Mailing Address: (Street)  |             |
| (City, State, Zip)   |             |
| Home Phone:  | Cell Phone: |
| Email Address:   |             |
| Were you referred by someone?  |             |
| How did you hear about The Habersham School?   |             |
| Have you ever been convicted of any criminal act? If yes, please attach a description.<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                             |             |
| If hired, can you present evidence of U.S. citizenship/proof of your legal right to live and work in this country?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |             |

### ASSIGNMENT PREFERENCES

Check all grade levels in which you are interested in serving as a substitute teacher:

|  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> PreK-3                | <input type="checkbox"/> PreK-4                | <input type="checkbox"/> Kindergarten           | <input type="checkbox"/> 1 <sup>st</sup> Grade  | <input type="checkbox"/> 2 <sup>nd</sup> Grade  |
| <input type="checkbox"/> 3 <sup>rd</sup> Grade | <input type="checkbox"/> 4 <sup>th</sup> Grade | <input type="checkbox"/> 5 <sup>th</sup> Grade  | <input type="checkbox"/> 6 <sup>th</sup> Grade  | <input type="checkbox"/> 7 <sup>th</sup> Grade  |
| <input type="checkbox"/> 8 <sup>th</sup> Grade | <input type="checkbox"/> 9 <sup>th</sup> Grade | <input type="checkbox"/> 10 <sup>th</sup> Grade | <input type="checkbox"/> 11 <sup>th</sup> Grade | <input type="checkbox"/> 12 <sup>th</sup> Grade |

If you checked grade(s) 7-12, please check all subject areas you are most comfortable teaching:

|  |                                       |  |                                   |
|--|---------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> History: Ancient      | <input type="checkbox"/> Pre-Algebra  | <input type="checkbox"/> Life Science        | <input type="checkbox"/> Theology |
| <input type="checkbox"/> History: Medieval     | <input type="checkbox"/> Algebra I    | <input type="checkbox"/> Biology             | <input type="checkbox"/> Latin    |
| <input type="checkbox"/> History: Early Modern | <input type="checkbox"/> Geometry     | <input type="checkbox"/> Physical Science    | <input type="checkbox"/> Greek    |
| <input type="checkbox"/> History: American     | <input type="checkbox"/> Algebra II   | <input type="checkbox"/> Physics             | <input type="checkbox"/> Rhetoric |
| <input type="checkbox"/> Literature            | <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> Chemistry           | <input type="checkbox"/> Art      |
| <input type="checkbox"/> Logic                 | <input type="checkbox"/> Calculus     | <input type="checkbox"/> Old & New Testament | <input type="checkbox"/> Choir    |
| <input type="checkbox"/> Composition           | <input type="checkbox"/> P.E.         | <input type="checkbox"/> Drama               |                                   |

If you are unable to work during any specific days of the week or time of day, please list below.

\_\_\_\_\_

**EDUCATION**

|  | <b>Name</b> | <b>Location</b> | <b>Dates</b> |
|--|-------------|-----------------|--------------|
| <b>Primary</b>   |             |                 |              |
| <b>Secondary</b>   |             |                 |              |
| <b>Collegiate</b>  |             |                 |              |
| <b>Graduate</b>  |             |                 |              |
| <b>Collegiate Major:</b>   |             |                 |              |
| <b>Collegiate Minor:</b>   |             |                 |              |
| <b>Post-Graduate:</b>  |             |                 |              |
| <b>Do you hold a current teaching certificate?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Date Issued ____ State ____ Exp. Date ____ |             |                 |              |
| *Certificate is not required for a substitute teaching position.   |             |                 |              |

**TEACHING EXPERIENCE** (Begin with most recent; use a separate document if necessary)

| <b>School/Location</b> | <b>Grade/Subject Taught</b> | <b>Dates</b> |
|------------------------|-----------------------------|--------------|
|                        |                             |              |
|                        |                             |              |
|                        |                             |              |

**OTHER WORK EXPERIENCE** (Begin with most recent; use a separate document if necessary)

| <b>Company/Location</b> | <b>Job Description</b> | <b>Reason for Leaving</b> | <b>Dates</b> |
|-------------------------|------------------------|---------------------------|--------------|
|                         |                        |                           |              |
|                         |                        |                           |              |
|                         |                        |                           |              |

**PERSONAL REFERENCES**

| <b>Name</b> | <b>Address</b> | <b>Telephone</b> | <b>Relationship</b> |
|-------------|----------------|------------------|---------------------|
|             |                |                  |                     |
|             |                |                  |                     |
|             |                |                  |                     |

**PROFESSIONAL REFERENCES**

| <b>Name</b> | <b>Address</b> | <b>Telephone</b> | <b>Relationship</b> |
|-------------|----------------|------------------|---------------------|
|             |                |                  |                     |
|             |                |                  |                     |
|             |                |                  |                     |

**CHRISTIAN FAITH**

|   |
|---|
| Name & address of your church:                  |
| Are you a member?                               |
| In what capacity are you active in your church? |

Are you in agreement with The Habersham School's Statements of Mutual Understanding and Doctrinal Statement (see last page of application)? Yes  No

If not, please describe the area(s) of disagreement on a separate sheet of paper.

**APPLICANT'S AUTHORIZATION STATEMENT**

(Please indicate that you have read and that you understand each paragraph of the Applicant's Authorization Statement by placing your initial beside each paragraph. *If you have any questions regarding this statement, please ask before signing.*)

Initials

\_\_\_ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

\_\_\_ I understand that the submission of this application does not mean that I will be offered employment and in no way obligates The Habersham School. In the event of my employment, I agree to comply with all the rules and policies of The Habersham School. I understand that such rules and policies are not contractual and may be amended or modified as necessary.

\_\_\_ 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 an investigation may be made and information may be obtained through interviews with my personal references and past employers, and through a background check. This inquiry may include information as to, among other things, my character, general reputation, and personal characteristics, as well as information about my work performance and workplace conduct. I consent to these investigations and to the consideration of any statements or references, former employers, or others that are given in response to the inquiry.

\_\_\_ I hereby release all parties, including but not limited to The Habersham School, personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action The Habersham School takes on the basis of such information.

\_\_\_ I understand that this application is not, and is not intended to be, a contract of employment at will and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by The Habersham School.

\_\_\_ I further understand that statements that may be contained in policies, practices, handbooks, or other material do not create any guarantee of employment and that The Habersham School has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law.

\_\_\_ I understand that no representative of The Habersham School, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THESE STATEMENTS.

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

\_\_\_\_\_  
Date

**STATEMENT OF NON-DISCRIMINATION**

The Habersham School maintains a non-discrimination policy. The Habersham School does not discriminate on the basis of race, color, national, or ethnic origin in any employment practice, educational program, or any other School-administered program, activity, or service, nor does it discriminate on the basis of race, color, national, or ethnic origin, in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic, and other School-administered programs.

**I. STATEMENTS OF MUTUAL UNDERSTANDING**

The Habersham School is a Christian school using classical, traditional models of education to shape students to live with wisdom, excellence, and purpose in the modern world. This requires that we assume certain things to be absolutely true. Below are two statements that guide the education Habersham children will receive. We teach our doctrinal statement in our classrooms as absolutely true, and it shapes the experience of every student at Habersham.

## **II. DOCTRINAL STATEMENT**

The following statements form the foundation of beliefs upon which The Habersham School has been established. The substance of these statements is considered primary doctrine. Understanding that we are a school and not a church, issues related to secondary doctrine will be left under the purview of the church as God's appointed authority on such matters. Classroom discussion of secondary doctrine should be on an informative, non-partisan level.

- A. We believe in one God, Creator of the universe, eternally existing as Father, Son, and Holy Spirit. The Triune God has created man in His own image and has called him to manifest and reflect holiness through obedience to His commandments. Because man has woefully fallen in this responsibility and entered into a state of moral corruption, he has subsequently become estranged from his Creator. For His own glory and because of a profound love for His creation, God has initiated a plan of redemption, which He has accomplished in history by the person and work of His only Son, Jesus Christ, applying it to His people by the ministry of the Holy Spirit.
- B. We believe that the Bible is divine revelation. We submit to its authority, acknowledging it to be inerrantly inspired by God and carrying the full weight of His authority. We believe that God reveals Himself also in nature and that He calls us to study it, as well as Scripture, to learn the full scope of divine revelation.
- C. In a fuller sense, our theological foundation is best summarized by the Nicene Creed which reads:
  - a. We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.
  - b. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father.
  - c. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.
  - d. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.
- D. I believe the Gospel of the Lord God proclaimed in Scripture in that by the Life, Death, and Resurrection of Jesus Christ, He has fully paid for my sins, put away my guilt and has thus, put me in Union with Jesus Christ. As such, I am no longer a slave, but free; no longer His enemy, but His friend, having been covered by His perfect righteousness.

## **III. FACULTY COMMITMENTS**

At The Habersham School our faculty works in partnership with parents, believing excellence in education begins when we share a common educational philosophy and commitment to the same goals. Habersham parents, children, and faculty sign a commitment to this ideal. Only by working intentionally together can we create a Christian culture of excellence.

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Habersham Employee/Prospective Employee

Date