



Emphasizing Christ-like love, peacemaking, and service.

Application for Substitute Teaching Position  
Quakertown Christian School  
50 E. Paletown Road  
Quakertown, PA 18951

215.536.6960 (ph) 215.536.2115 (fx)

Save this form to your computer and open it. **IMPORTANT:** You MUST open this form in the Acrobat viewer, not in your web browser. Then complete the form, save it to your computer and email it to Quakertown Christian School.

**I. Personal Information**

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

Current Address \_\_\_\_\_

\_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**II. Areas of teaching that you feel comfortable subbing in:**

Please indicate 1, 2, 3, 4 choice in the parenthesis along with grades or subjects in order of preference: ( ) Kindergarten ( ) Elementary \_\_\_\_\_

( ) Middle School \_\_\_\_\_ ( ) High school \_\_\_\_\_

**III. Do you hold teaching certification** \_\_Yes \_\_No

(List all areas in which you hold a valid Pennsylvania or out of state teaching certification)

Area of Certification	Issuing State	Date Issued

#### IV. Educational Background

Level	Name of School and Location	Degree/Focus
High School		
College		
Other		
Other		

#### V. Do you Have Teaching Experience

Present/Current first. Additionally, please include Student Teaching  
(Add an additional separate page if needed)

Dates	School/District	Reason for Leaving
From	Grades/Subjects Taught	
To	Principal/Supervisor	

Dates	School/District	Reason for Leaving
From	Grades/Subjects Taught	
To	Principal/Supervisor	

**VI. References**

If you are a beginning teacher, include student-teacher supervising teacher, professors who have first-hand knowledge of your professional ability and personal qualifications, pastor, and one other person of your choosing. Experienced teachers should include a principal, teacher/teammate, pastor, and one other person of your choosing.

Name	Position/ Organization	Address	Telephone

**VII. General Background Information**

Within the last ten years have you been fired from a job for any reason? \_\_\_\_

Within the last ten years have you quit a job after being notified that you would be fired? \_\_\_\_

Have you ever been convicted of a criminal offense?\_\_\_\_\_ If yes, please explain on a separate sheet.

Are you currently under charges for a criminal offense?\_\_\_\_\_ If yes, please explain on separate sheet.

Have your teaching credentials ever been suspended or revoked for any reason?\_\_\_\_ If yes, please explain on separate sheet.

Are you legally able to work within the United States?\_\_\_\_\_

## VIII. Christian/Church Background

Please read the Quakertown Christian School [Mission Statement and Subsequent Documents](#).

\_\_\_ I fully support the Mission Statement and related documents.

\_\_\_ I support the Mission Statement and the related documents except for the area(s) listed on a separate sheet of paper. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

Local Church attending \_\_\_\_\_ Denomination \_\_\_\_\_

How long have you attended this church? \_\_\_ Are you a member? \_\_\_\_\_

What types of congregational activities are you involved in? \_\_\_\_\_

---

Quakertown Christian School is a member organization of Mennonite Church USA. To what extent are you familiar with the doctrines and practices of the Mennonite Church?

Very little \_\_\_                      Somewhat \_\_\_                      Well Acquainted \_\_\_

Please read/familiarize yourself with the [Confessions of Faith in a Mennonite Perspective](#).

\_\_\_ I fully support the Confession of Faith as written.

\_\_\_ I support the Confession of Faith except for the area(s) listed on a separate sheet of paper. The exceptions represent either disagreement or items for which I have not yet formed an opinion or conviction.

On a separate sheet of paper please (typed response preferred):

1. Write a brief testimonial of your faith journey.
2. What in your background do you feel would help you be a successful substitute?

## APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Quakertown Christian School** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position. I release the school and its representatives and the persons and organizations that provide this information from any liability for doing so. I further waive the right to ever personally view any references given to the school.

Since I will be working with children, I authorize the school to conduct a criminal records check and Child Abuse History Clearance (PA Act 34/151) I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

---

Signature of Applicant

*(Please type your full name as a proxy for your signature.)*

---

Date