



# Substitute Employment Application

2121 Cypress Creek Road  
Cedar Park, Texas 78613  
512-250-1369 phone  
512-257-1851 fax

## *Hiring Process*

*Thank you for your interest in a position with SCA. Please review our Mission Statement, Qualifications and Statement of Faith. If you are in agreement, please complete and return this application to any SCA office.*

*Upon return of your completed application, you will be contacted to schedule an initial interview or you will be notified that you are not currently under consideration for a position. After the initial interview, references may be contacted. A second or third interview may be requested prior to a final decision. If at any time your application is no longer under consideration for a position in the school, you will be notified in writing. If an offer of employment is made, you will be requested to respond within one week. A criminal background check will be performed before an employment contract is offered.*

*Summit Christian Academy is an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, color, sex, national origin, pregnancy, physical or mental disability (unrelated to ability to perform the essential elements of the job), or age (as defined by law).*

# Summit Christian Academy

## ***Our Mission:***

At Summit Christian Academy, our mission is to partner with families by **inspiring, motivating, preparing, affirming, challenging, and transforming** our students through Christ, so they are equipped, enriched and empowered to impact the world.

## ***Statement of Faith:***

*We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).*

*We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).*

*We believe in the deity of Christ (John 10:33).*

*We believe in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35).*

*We believe in His sinless life (Hebrews 4:15, Hebrews 7:26).*

*We believe in His miracles (John 2:11).*

*We believe in His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9).*

*We believe in His resurrection (John 11:25, 1 Corinthians 15:4).*

*We believe in His ascension to the right hand of the Father (Mark 16:19).*

*We believe in His personal return in power and glory (Acts 1:11, Revelation 19:11).*

*We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).*

*We believe in the resurrection of both the saved and the lost—the saved to the resurrection of life, and the lost to the resurrection of damnation (John 5:28-29).*

*We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Gal. 3:26-28).*

*We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).*

## ***Qualifications***

*SCA seeks applicants with the following qualifications:*

- *A person who loves the Lord, has genuine faith in Jesus Christ, exemplifies a life in Christ every day, fellowships with other believers, and is an example or role model to others.*
- *A person who agrees with the Summit Christian Academy "Statement of Faith".*
- *A person who is excited about the educational environment, loves children, can relate to and interact with children, and is able to gain children's respect.*
- *A person who loves to learn, is creative (always seeking better ways to express ideas, continues to read, write, and learn more), is teachable, trainable, and approachable.*
- *A person who demonstrates the following personal qualities: enthusiasm, loyalty, grace, courtesy, friendliness, approachability, flexibility, is able to work well with others, a good communicator, moral character above reproach, humility, and servanthood.*
- *A person who views this position as a ministry.*

# APPLICATION FOR SUBSTITUTE EMPLOYMENT

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

Availability (Please circle)    M    T    W    Th    F    AM    PM

Grade/Subject Preference, if any \_\_\_\_\_

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

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

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## CHRISTIAN BACKGROUND

Local church affiliation \_\_\_\_\_

*On a separate sheet of paper, please give a brief version of your Christian testimony, including the approximate date of conversion.*

## EDUCATIONAL QUALIFICATIONS

### High School

Name, City, and Year of Graduation \_\_\_\_\_

\_\_\_\_\_

### Higher Education

School	Dates	Degree or Field of Study
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a state teaching certificate?     Yes     No

State \_\_\_\_\_ Type of Certificate \_\_\_\_\_ Expiration \_\_\_\_\_

Do you have an ACSI teaching certificate?     Yes     No

Level \_\_\_\_\_ Expiration \_\_\_\_\_

*Summit Christian Academy admits students of any race to all rights, privileges, programs, and activities made available to all students. SCA practices a biblical philosophy of admissions, not discriminatory on the basis of race, sex, color, or national origin in the administration of its policies, admissions, financial aid, and other school directed programs.*

**WORK HISTORY** (please list most recent first)

Employer Name and Address \_\_\_\_\_

Immediate supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Salary \$ \_\_\_\_\_

Description of Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Are you currently employed here? \_\_\_\_\_ May we call this supervisor? \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

Immediate supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Salary \$ \_\_\_\_\_

Description of Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Are you currently employed here? \_\_\_\_\_ May we call this supervisor? \_\_\_\_\_

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that Summit Christian Academy does not discriminate in its employment practices against any person because of sex, race, color, national or ethnic origin, or disability. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

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 facts during any phase of the interview process may prevent my hiring, or if hired, may be grounds for immediate dismissal.

I understand that this is a security-sensitive position and that a background check will be conducted. I further authorize Summit Christian Academy to inquire about my work and personal history and to verify all data given in my application for employment, related documents and my oral interviews. I authorize the release of any information requested by Summit Christian Academy, including but not limited to employment records, performance reviews, and personal references. I further (\_\_\_\_ do / \_\_\_\_ do not) waive the right to view personally any references given to Summit Christian Academy on my behalf.

I further certify that I have carefully read and fully understand the above statements.

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

\_\_\_\_\_  
Date