



Foundation Preparatory Academy
PO Box 488
Lake Jackson, TX 77566
www.foundationprep.com

SUBSTITUTE APPLICATION

Thank you for your interest in a substitute teaching position at Foundation Preparatory Academy. If you are in agreement with the Vision, Mission, Statement of Faith then please complete and return this application.

PERSONAL INFORMATION

Name _____ (Please Circle) Mr. Mrs. Miss Ms.
Last First M.I.

Address _____
Street City State Zip

Home phone: _____ Business Phone: _____

Email _____

Date of Birth _____ - _____ - _____ Social Security # _____ - _____ - _____

Marital Status: Single Engaged Married Widowed Divorced Separated Remarried
Please attach explanation if divorced or remarried

Spouse's name _____ Years married _____

Occupation _____

DESIRED EMPLOYMENT

Position _____ Date you can start _____ Currently employed: Yes No

EDUCATION

School Level	Name, City, and State of School	Number of years attended	Date of graduation	Subjects Studies/Degree Field
High School				
College				
College				
Graduate School				

EMPLOYMENT HISTORY

Employer _____ Business phone _____

Employer's address _____

Position _____ Longevity of Position: _____

Summary of Experience:

Specific Reason for Leaving:

May we contact? Yes No (If not, please explain.)

Employer _____ Business phone _____

Employer's address _____

Position _____ Longevity of Position: _____

Summary of Experience:

Specific Reason for Leaving:

May we contact? Yes No (If not, please explain.)

Employer _____ Business phone _____

Employer's address _____

Position _____ Longevity of Position: _____

Summary of Experience:

Specific Reason for Leaving:

May we contact? Yes No (If not, please explain.)

REFERENCES

Please give four references with phone numbers and email addresses. Include two non-family/personal references, and one of which can comment on your Christian faith.

Name _____	Relationship to Applicant _____
Phone & Email _____	Years Known _____

Name _____	Relationship to Applicant _____
Phone & Email _____	Years Known _____

Name _____	Relationship to Applicant _____
Phone & Email _____	Years Known _____

CHURCH ATTENDANCE

Where do you faithfully attend church: _____ How long: _____

Pastor's name: _____ Phone Number: _____

Address: _____

May we contact your pastor? Yes No

Are you active in your church? _____ In what capacity? _____

CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the view of those that would be *Christian role models* for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages

Smoking and chewing tobacco

Marijuana and other non-prescription drugs

Divorce and remarriage

Abortion

Homosexuality

Sexual activity outside Christian marriage

PERSONAL BACKGROUND INFORMATION

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 be a bar to 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.

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
 yes no

2. 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

3. Have you ever been charged in *civil* or *criminal* proceedings with improprieties regarding children?
 yes no

4. 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

5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 yes no

APPLICATION CERTIFICATION AND AGREEMENT

I understand that Foundation Preparatory Academy 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, if offered/eligible, only through the day of release.

I authorize Foundation Preparatory Academy 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 Foundation Preparatory Academy to thoroughly investigate my work records and evaluations, my educational preparation, and all other matters related to my suitability for the position.

I authorize references and my former employers to disclose to Foundation Preparatory Academy 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. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to Foundation Preparatory Academy.

Since I will be working with children, I authorize Foundation Preparatory Academy to conduct a criminal records check. 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. Foundation Preparatory Academy may refuse employment or terminate conditional employment if it 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 formal agreement is being offered at this time.

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

Applicant's Name (Print)

Applicant's Signature

Date

FOUNDATION PREPARATORY ACADEMY

STAFF AGREEMENT

VISION

Kingdom Character with Academic Excellence for Generational Impact

MISSION

Foundation Preparatory Academy will partner with parents to prepare students to impact their families, communities and world around them. We will train, develop, and encourage young people spiritually, academically, physically, emotionally and socially using Christian values for the Glory of God.

STATEMENT OF FAITH OF FOUNDATION PREPARATORY ACADEMY

Foundation Preparatory Academy Administrators, Faculty, and Families support and align to these statements:

- 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 only 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); His virgin birth (Isaiah 7:14; Matthew 1 :23; Luke 1 :35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1 :7; Hebrews 2:9); His resurrection (John 11 :25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); 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 men 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: 16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of the saved to life everlasting and the lost to be condemned (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; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit (Romans 8: 13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

These statements are based on fundamental Christian beliefs that we strongly support as the primary doctrine for teaching. Foundation Preparatory Academy does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. In the event that doctrinal issues upon which this ministry has no official stance are brought up, students will be referred back to the family and their church. We desire to remain united in the salvation and love of Christ, avoiding any dissension which may be caused by denominational distinctions.

Parents, staff, and the Board of Trustees must be in agreement with the Foundation Preparatory Academy vision, mission and statement of faith. Please sign below if you agree with everything included in the document, and with the following statement of Christian conciliation:

If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Foundation Preparatory Academy and/or its legal corporate entity, in keeping with 1 Corinthians 6:1, I agree to submit to a board of conciliation, the members of which have been mutually selected by myself and officials of the school, rather than take the dispute to civil court. I agree the procedure to be followed, including costs involved, would be that which has been established by the Christian Legal Society.

Applicant's Name (Print)

Applicant's Signature

Date