



**WEST HILLS**  
CHRISTIAN SCHOOL

**SUBSTITUTE TEACHER APPLICATION**

**West Hills Christian School**

**7945 SW Capitol Hill Road \* Portland \* Oregon \* 97219**

Phone: (503) 245-6688 Fax: (503) 245-4780

Your interest in **West Hills Christian School** is appreciated. We invite you to fill out this initial application and return it to our school office. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview. Please attach your resume, a copy of your college transcripts, and a copy of your teaching license to this application.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His good and perfect will in the lives of all applicants.

*Please print it, complete it, sign the signature lines, and mail or deliver it to us.*

**A. APPLICANT'S NAME AND ADDRESS**

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SS #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full name: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_

Evening/Cell: (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

If less than 2 years, please indicate where you lived before:

\_\_\_\_\_

**B. POSITION DESIRED**

- Please indicate the grade levels and enrichment subjects in which you would like to substitute:

( ) Kindergarten

( ) Elementary 1<sup>st</sup>- 6<sup>th</sup>

( ) Junior High 7<sup>th</sup> – 8<sup>th</sup> Subject(s): \_\_\_\_\_

( ) Spanish

( ) Physical Education

( ) Music

( ) Computer

**C. CHRISTIAN BACKGROUND**

*\* Concise answers are appreciated.*

- Briefly give your Christian testimony.

- Where do you worship?

- How long? \_\_\_\_\_

- In what Christian/church related ministries are you currently involved?

- What is your thinking toward believers from other Christian traditions?

- Describe your devotional life.

- What books have you read recently which have helped you spiritually?

- What would you believe is a good way for Christians to model their faith in our world?

**D. PROFESSIONAL QUALIFICATIONS**

- Please attach photocopies of all your college transcripts.

**\_\_\_\_\_ ALL of my education, certification(s), and teaching experiences are listed on my attached resume.**

**EDUCATION:**

*Most recent listed first.*

University / College	Dates	Major	Degree

**TEACHING CERTIFICATION:**

State	Type	Endorsements	Grade Level (s)	Valid Through

***\* Please attach photocopies of any certificates held.***

**TEACHING EXPERIENCE:**

*Most recent listed first.*

School or District	Grade(s) / Subjects	Dates

- Have you had any specific training for Christian Education? If so when and where?

**E. PERSONAL and EDUCATIONAL PHILOSOPHY**

- Why do you wish to teach in a Christian school?
  
- What does a classroom look like where learning is going on?
  
- Which model below best describes your approach to student management?

*\_\_\_ I believe that it is important for students to learn that the adult is in control, does the thinking, makes the decisions, determines the cause/effect connection, builds self-esteem in students, rewards those who do not create problems and rescues those who don't do for themselves.*

*\_\_\_ I believe it is important for students to learn to take control of their lives, to think for themselves, to make decisions and live with the consequences, to experience logical cause/effect connections, to develop strong self-concepts, to own and solve their problems, that problems are opportunities for growth, and that adults are concerned, caring, warm and helpful.*

- How would you engage students in learning?
- What areas do you feel are your strengths professionally?
- In what areas would you like to grow as a teaching professional?

**F. EMPLOYMENT HISTORY**

Please start with your current or most recent employer (indicate all education type employment first) and work backwards for the past five-ten years only.

       **ALL employment information is on my attached resume.**

<b>Employer</b>	
Address	
Phone	
Supervisor	
Dates of Employment	
Job/Duties	
Reason for Leaving	

<b>Employer</b>	
Address	
Phone	
Supervisor	
Dates of Employment	

Job/Duties	
Reason for Leaving	

<b>Employer</b>	
Address	
Phone	
Supervisor	
Dates of Employment	
Job/Duties	
Reason for Leaving	

- Have you ever worked under a different name for any of the employers you have listed?  
If so, what was the name or names? \_\_\_\_\_

**G. REFERENCES**

You will need to sign the **Reference Release Form** which is attached and return it with this application. Do not list family members or relatives for references.

**\_\_\_\_\_ ALL reference information is on my attached resume. Please list a current pastor.**

1. Give three references that are qualified to speak of your spiritual experience and Christian service.

*List a current pastor first.*

<b>Name</b>	
<b>Position / Association</b>	
<b>City/ State</b>	
<b>Phone #</b>	

<b>Name</b>	
<b>Position / Association</b>	
<b>City/ State</b>	
<b>Phone #</b>	

<b>Name</b>	
<b>Position / Association</b>	
<b>City/ State</b>	
<b>Phone #</b>	

**2. Give three references that are qualified to speak of your professional training and experience.**

*List your current or most recent principal, head of school, or supervisor first.*

<b>Name</b>	
<b>Position / Association</b>	
<b>City/ State</b>	
<b>Phone #</b>	

<b>Name</b>	
<b>Position / Association</b>	
<b>City/ State</b>	
<b>Phone #</b>	

<b>Name</b>	
<b>Position</b>	
<b>City/ State</b>	
<b>Phone #</b>	

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

*As a Christian Organization West Hills Christian School retains the right to hire employees that are in agreement with our Statement of Faith, Mission Statement, and Moral Integrity Requirements. Please refrain from modifying the following statements in any way.*

- I understand that **West Hills Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.
- I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of 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 that I will be paid and receive benefits only through the day of release.
- I authorize **West Hills Christian School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.
- I authorize references and my former employers to disclose to the school 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 **West Hills Christian 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 **West Hills Christian School**.
- Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize **West Hills Christian School** to conduct a criminal records check.
- 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 requirements for employment.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

**To complete your application WHCS requires applicant certification on the following separate items:**

*Please refrain from modifying the following documents in any way.*

1. Agreement with WHCS Core Position Statements
2. Declaration of and Agreement to Biblical, Moral and Ethical Integrity
3. Declaration of and Agreement with WHCS Adult to Student Contact/Interaction Policy
4. Authorization to Release Reference Information
5. Release for Criminal Background Check



**Agreement with WHCS Core Position Statements**

**MISSION STATEMENT:** *West Hills Christian School is committed to providing an exceptional Christian education in accordance with God’s Word.*

**Specifically:** By God’s grace and through the power of His Spirit, West Hills Christian School endeavors to provide each of its students with a:

- Saving knowledge of Jesus Christ through personal relationship with the Savior
- Firm foundation in biblical principles
- Desire to live transformed by God’s Word and influencing the world for Christ
- Superior preparation for high school, college, and lifelong learning

**FAITH STATEMENT:**

***The families and staff of West Hills Christian School affirm these biblical truths:***

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim. 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30).
3. 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 (Heb. 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Cor. 15:3; Eph. 1:7; Heb. 2:9); His resurrection (John 11:25; 1 Cor. 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; and Rev. 19:11).
4. 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; Eph. 2:9-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Cor. 12:12-13; Gal. 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose in-dwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Cor. 3:16; 6:19-20; Eph. 4:30; 5:18).

I certify by my signature below that I am in agreement with WHCS Core Position Statements, as stated above, and do understand that employment at WHCS is predicated on my agreement with these Core Position Statements.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**Declaration of and Agreement to Biblical, Moral and Ethical Integrity**

As a member, employee, and/or volunteer at West Hills Christian School, and its ministries, I, \_\_\_\_\_, recognize, understand and agree to live by the Biblical, moral and ethical standards of the school. This includes, but is not limited to:

- A. Recognition of and agreement to the Biblical standards for sexual and marital behavior. West Hills recognizes the Biblical view of marriage as between one man and one woman. That sexual intimacy is clearly and exclusively restricted to the marriage relationship and any sexual intimacy outside of that commitment violates the Biblical standard. (Romans 1:24-32; 1 Tim. 5:4; Eph. 5:23; 1 Cor. 11:3) We also recognize that any promiscuity, homosexuality, or similar behavior is Biblically unacceptable and as such violates the bona fide occupational requirement of acceptable Christian behavior. Deviation from Scriptural moral standards is grounds for termination of employment and/or membership at West Hills Christian School (Gen. 2:24; Matt. 5-32; Matt. 19:9; I Cor. 6:9-20; I Cor. 7; and Gal. 5:19-21).
- B. Recognition of and agreement to the precept and example of the highest Christian character and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and faculty in judgment, conflict resolution (Matt. 18), dignity, and respect. This includes, but is not limited to, refraining from such activities as pornography, the immoderate use of alcohol; and/or the use of vulgar and profane language (Matt. 5:28, James 3:1-23, Ex. 20:7; Lev. 19:12; Titus 2:2; Prov. 20:1; Lev. 10-9; Romans 14:21; Romans 3:13; Eph. 5:18; Gal. 5:19-21; and I Peter 4:2-4).
- C. Recognizing the personal need for, and the Biblical admonition to fellowship with other believers, I will faithfully attend and support a local church whose fundamental beliefs are in agreement with the Statement of Faith for West Hills Christian School (Heb. 10:25).
- D. Recognizing the Biblical admonition for continued spiritual growth and obedience to Christ, I understand my duty to demonstrate those "Fruits of the Spirit" that reflect His Glory and purpose for human conduct. Therefore, I will strive to exhibit those "fruits" in my interactions with others. (Gal. 5:13-25; Eph. 3:20)

- 1. **I further declare** that with regard to my personal, moral and ethical character and conduct as of this date, I am not, nor have I been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct by an adult toward minors includes, but is not limited to, the following: homosexuality; sexual promiscuity, and verbal, physical or sexual abuse as defined by Scripture, or, where applicable, state law.
- 2. **I further declare** and agree that if, at any time during my service, I cannot hold true to the above and find myself out of harmony or sympathy, or in discord or disagreement with the philosophy, Christian role model standards, Mission Statement, Statement of Faith, Articles of Incorporation or By-Laws or administration of the school, I will immediately make that fact known to the Principal. Unless the lack of harmony, discord, or disagreement can be amicably resolved without publicity, I agree to voluntarily withdraw from service and/or membership or be subject to termination. Such cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or myself, or tending to seriously impair my continued usefulness as a Christian role model for the students of West Hills Christian School.

**I do declare the above statement (pts. 1 & 2) are factual and true.** I further acknowledge and agree that the statement is signed of my own free will as a condition for being an employee or volunteer or member at West Hills Christian School. By my signature, I declare that I meet the Biblical, moral and ethical standards of West Hills Christian School.

\_\_\_\_\_ / / \_\_\_\_\_  
 Applicant's Signature Date

**Declaration and Agreement with WHCS Adult to Student Contact/Interaction Policy**

- **Rational:** West Hills Christian School is grateful for its dedicated administrators, teachers, support staff and volunteers who daily serve the educational needs of our students each day. The staff, board and parents of West Hills are committed to following the directives of our Lord when he admonished us to “Direct your children onto the right path, and when they are older, they will not leave it.” (Proverbs 22:6) For this reason, we believe that teaching includes the process of “modeling” to our students what proper and safe interpersonal relationships look like at school in regards to respect for personal space, physical contact, and verbal interactions.
- **Policy:** The professional and volunteer policy guideline for all adult to student contact at West Hills Christian School is based specifically on this overriding principle: ***“If my behavior was known to my colleagues, would they very likely agree I acted in a way that was consistent with my duties as an educator and a caring professional.”*** This being said, all adult staff members and volunteers must refrain from all physical contact and verbal interaction with students that is sexual, coercive, or abusive in nature. Staff members and volunteers should provide a positive and healthy example of human interaction as it relates to caring adult professionals and adult volunteers relating to students.
- **Child Abuse Reporting Law:** In compliance with Oregon Law, it is the responsibility of every Mandatory Reporter to promptly report any suspected child abuse to the proper state agencies. It is also a requirement of WHCS that an employee report promptly any inappropriate (those actions a reasonable person would consider outside the intended instructional dimension), adult to child contact they might witness to any available administrator on the school grounds.

I certify by my signature below that I understand that I must adhere to the Adult/Student Contact Policy as stated above. I further understand that any staff member that violates this policy is subject to disciplinary actions and or dismissal.

\_\_\_\_\_ / / \_\_\_\_\_  
Applicant’s Signature Date

**Authorization to Release Reference Information**

I have made application for a position as a teacher with **West Hills Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to **West Hills Christian School** 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 **West Hills Christian 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 **West Hills Christian School**.

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

Applicant's Full Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Release for Criminal Background Check**

**CONFIDENTIAL**

I understand that consumer reports or investigative consumer reports, which may contain public record information, may be requested or made on my regarding criminal records. Further, I understand that you will be requesting information from various federal, state, local and other agencies which may contain information on my past activities.

I hereby authorize without reservation, any party or agency contacted by the administration of West Hills Christian School to furnish the above information.

I have the right to make a request of *First Advantage* (<http://www.fadv.com/>), upon proper identification and the payment of any authorized fees, for the information in its files on my at the time of my request.

Print Your **FULL** Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ County: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: City: \_\_\_\_\_ State: \_\_\_\_\_

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Other or Former Name(s) \_\_\_\_\_  
\_\_\_\_\_

Professional Teaching/Administrative License: Valid Dates: \_\_\_\_\_

State: \_\_\_\_\_ Type: \_\_\_\_\_

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

Office Record:    Date Filed: _____    Date Received: ____/____/____
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