

Application for Employment CHC Substitute Teacher

We do not discriminate on the basis of race, color, national origin, sex, age, or disability. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.



Please print clearly and answer each question completely and accurately. Use extra paper if you do not have enough room to answer any question on this application. This application is not complete until all the questions have been answered and you have signed the last page. In reading and answering the questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related factors.

Position Applying for _____ Today's Date _____

Do you have a current Colorado Teaching Certificate? Yes No Type _____

We are seeking "On Call" Employment What days are you available? _____

When are you available to start working? _____

How many hours a week are you available to work? _____

General Information

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Daytime Phone _____ Email Address _____

Have you ever applied at CHCC or CHC before? Yes No If Yes, when? _____

Have you ever been employed by CHCC or CHC before? Yes No If Yes, when? _____

Have you ever served in a regular ongoing volunteer capacity at CHCC or CHC before? Yes No

If Yes, please describe: _____

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest" but exclude minor traffic violations) Yes No

If Yes, provide details: _____

If employed at CHCC, do you expect to be engaged in any additional business or employment outside of your job?

Yes No If yes, please explain: _____

Education

High School _____ Years completed 1 2 3 4

Diploma/Degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

College/University _____ Years completed 1 2 3 4

Diploma/degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

Graduate/Professional _____ Years completed 1 2 3 4 5 6+

Diploma/degree _____ Course of Study _____

Specialized training, skills, apprenticeships, honors and extracurricular activities: _____

List professional, trade, business or community activities or organizations in which you participated including any offices held. (Exclude organizations or memberships that reveal race, color, national origin, sex, age, disability, or other protected status with the exception of religious affiliations.)

Why are you interested in working as a substitute teacher at Cherry Hills Christian?

As a substitute, if you had a problem with behavior in the classroom, how would you handle the situation?

Since CHC is an iPad One-to-One school, describe your experience with an iPad and how you might use this technology in your classroom.

How will you communicate with the classroom teacher at the end of your subbing assignment?

Please tell us about your hobbies, interests or anything else you may want us to know about you:

Employment Experience

List all current and previous positions (paid and unpaid) in chronological order starting with the most recent. Please account for all periods of time including military service and any period of unemployment. Please attach additional sheets as needed even if you submit a resume.

Company Name				Dates of employment	
Address		City	State	Zip Code	Title and Department
Job duties					
Supervisor's Name			Title		Phone Number
Reason for Leaving: _____					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____					

Company Name				Dates of employment	
Address		City	State	Zip Code	Title and Department
Job duties					
Supervisor's Name			Title		Phone Number
Reason for Leaving: _____					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____					

Company Name				Dates of employment	
Address		City	State	Zip Code	Title and Department
Job duties					
Supervisor's Name			Title		Phone Number
Reason for Leaving: _____					
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Salary: Starting _____ Ending _____					

References

Please list the names of persons you are using as references; two personal, two professional. Please make two (2) copies of each of the enclosed letters and recommendation forms, send them to your references and direct them to send the form and letter of reference back to the school, Attn: CHC Human Resource Manager.

Personal

Name	Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone	Email Address
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Personal

Name	Address	City	State	Zip
------	---------	------	-------	-----

Home Phone	Work Phone	Cell Phone	Email Address
------------	------------	------------	---------------

Professional

Name	Address	City	State	Zip
------	---------	------	-------	-----

Home Phone	Work Phone	Cell Phone	Email Address
------------	------------	------------	---------------

Professional

Name	Address	City	State	Zip
------	---------	------	-------	-----

Home Phone	Work Phone	Cell Phone	Email Address
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Christian Background

Are you a member of CHCC? Yes No If yes, when did you become a member of CHCC? _____

Are you a member of another church? Yes No If yes, which church? _____

How long have you been a member at that church? _____

Affadavit, Consent and Release

Please read each statement carefully before signing.

I certify that all of the information provided in the employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that Cherry Hills Community Church and Cherry Hills Christian School conducts background checks on those who are offered an employment position. A financial credit check may also be required depending on the specific responsibilities of the position.

I understand that Cherry Hills Community Church and Cherry Hills Christian School as religious organizations are exempt from the Title VII's religious bias prohibitions to the extent that such organizations may require individuals hired to hold the same religious beliefs as the employer. Religious organizations may give preferential treatment in employment to individuals of that religion with respect to any work connected with the organization- even positions which are not religious, such as a custodian or a maintenance worker.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER HAVE THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT OR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY EITHER THE SENIOR PASTOR, EXECUTIVE PASTOR OR CHIEF FINANCIAL OFFICER AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Signature: _____ Date: _____



3900 Grace Boulevard
Highlands Ranch, CO 80126-7801
303-791-5500 | www.CherryHillsChristian.org

Dear

_____ has made application for a teaching position at Cherry Hills Christian. S/he has submitted your name for a personal recommendation. We greatly appreciate any comments you may wish to make regarding this person's Christian commitment.

Please prepare a letter of recommendation and forward it to my attention along with the enclosed questionnaire. All information will be considered confidential.

Thank you so much for taking the time and effort to share your thoughts with us.

Respectfully,

Elizabeth A. McClelland
Human Resource Manager
Cherry Hills Christian

Enc.

Personal Reference Form

Name of Reference

Name of CHCP Applicant

On a scale of 1-10 (with 1 as poor and 10 as excellent) please give your candid opinion of this person.

This person knows Jesus Christ as his/her personal Lord and Savior.

_____ Yes _____ No

This person is trying his/her best to live a life that honors God.

1 2 3 4 5 6 7 8 9 10

This person exhibits appropriate communication skills.

1 2 3 4 5 6 7 8 9 10

This person is innovative and creative.

1 2 3 4 5 6 7 8 9 10

This person is enthusiastic.

1 2 3 4 5 6 7 8 9 10

This person is one who works well with others ...is a team player.

1 2 3 4 5 6 7 8 9 10

This person is positive and optimistic.

1 2 3 4 5 6 7 8 9 10

This person adapts to change and is flexible.

1 2 3 4 5 6 7 8 9 10

This is someone I would want my child to be associated with.

1 2 3 4 5 6 7 8 9 10

How long have you known the applicant?

What is your relationship to the applicant?

How well do you feel you know this person?

Are there other comments you may wish to add?



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Signature

Date



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Dear

_____ has made application for a teaching position at Cherry Hills Christian. S/he has submitted your name for a professional recommendation. We greatly appreciate any comments you may wish to make regarding this person's professional expertise.

Please prepare a letter of recommendation and forward it to my attention along with the enclosed questionnaire. All information will be considered confidential.

Thank you so much for taking the time and effort to share your thoughts with us.

Respectfully,

Elizabeth A. McClelland
Human Resource Manager
Cherry Hills Christian

Enc.

Professional Reference Form

Name of Reference

Name of CHCP Applicant

On a scale of 1-10 (with 1 as poor and 10 as excellent) please give your candid opinion of this person.

This person is a highly competent teacher.

1 2 3 4 5 6 7 8 9 10

This person is loved by students and builds strong relationships with them.

1 2 3 4 5 6 7 8 9 10

This person exhibits fine communication skills with students, parents and staff.

1 2 3 4 5 6 7 8 9 10

This person is innovative and creative in the classroom.

1 2 3 4 5 6 7 8 9 10

This person is enthusiastic.

1 2 3 4 5 6 7 8 9 10

This person is one who works well with others ...is a team player.

1 2 3 4 5 6 7 8 9 10

This person is positive and optimistic.

1 2 3 4 5 6 7 8 9 10

This person adapts to change and is flexible.

1 2 3 4 5 6 7 8 9 10

This is someone I would hire.

1 2 3 4 5 6 7 8 9 10

This is someone I would want my child to have for a teacher.

1 2 3 4 5 6 7 8 9 10

How long have you known the applicant?

What is your relationship to the applicant?

How well do you feel you know this person?

Are there other comments you may wish to add?

Signature

Date



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