



Substitute Application

Revised on 6/27/23

JCA family/staff member (former or current) or First FWB Church Attendee References

List up to 3 references, *one* of whom is currently or has been a part of JCA or FFWBC, which are qualified to speak of your Christian life and experience with children.

Name	How do you know this person and how long have you known them?	Phone

**All applicant information will be held in confidence and is requested for the expressed purpose of acquiring substitutes who believe and accept the standards and educational/Biblical philosophies included in the Jacksonville Christian Academy Student Handbook.

Personal Information

Full name _____ Date _____

Birth date _____ Age _____ Email Address _____

Marital Status: Single () Married () Divorced () Separated () Widowed ()

Address _____

City _____ State _____ Zip code _____

Home phone: _____ Cell: _____

Spouse's name _____ Cell: _____

What is your spouse's occupation? _____

Do you have children? Yes () No ()

How old are your children? _____

Has anyone currently living in your household been convicted of a sexual crime? Yes No

*If yes, this has no bearing on your potential hire, but it does allow us to address potential negative situations.

Please list your social media accounts and what name they are under.

Spiritual Information

Have you accepted Christ as personal Savior and Lord of your life? Yes () No ()

Please give a brief testimony as to how you came to know Christ? _____

Local Church affiliation _____

Pastor _____ Phone Number _____

How long have you been attending? _____

Check what services you attend regularly: Sunday School ___ Sunday Morning Worship___

Sunday Evening Worship___ Mid-week Prayer Meeting___ Visitation___ Special services___

Is your spouse a born again Christian?___ Is your spouse active in church?___

What duties and offices do you hold in the church you attend? _____

Physical Information

Describe you overall health: Excellent ___ Good ___ Poor ___

List any physical disabilities you may have: _____

Have you ever been treated for a nervous or mental disorder? _____

If yes, please explain: _____

Educational and Other Employment Information

	Name and Address	Major	Grad. Year	Degree
High School				
College				
Post Grad				

Check if resume is attached

Do you hold a teacher's certificate? ____ For which state(s)? _____

Do you have any teaching/subbing experience? ____ If yes, please list them below.

**Please list the school(s) in most recent order.*

Name of School	Address	Phone/fax	Grades

Are you familiar with ABEKA? ____

What curriculum have you taught? _____

Please list hobbies/talents/interests you may have: _____

Please check all the areas you would be most comfortable subbing in.

- | | |
|--|---|
| <input type="checkbox"/> Kindergarten 4 | <input type="checkbox"/> Enrichment classes (Art, Computer, Music, PE, Spanish, STEM) |
| <input type="checkbox"/> Kindergarten 5 | <input type="checkbox"/> 6 th – 8 th Grades (Middle School) |
| <input type="checkbox"/> 1 st Grade | <input type="checkbox"/> 9 th – 12 th Grades (High School) |
| <input type="checkbox"/> 2 nd Grade | <input type="checkbox"/> Office Worker |
| <input type="checkbox"/> 3 rd Grade | <input type="checkbox"/> Cafeteria Worker |
| <input type="checkbox"/> 4 th Grade | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> 5 th Grade | <input type="checkbox"/> Other _____ |

Other Employment (non-education) *Please list in most recent order.

Employer/Business Name	Position Held	Supervisor and Contact Number	Employment Dates

Why do you want to substitute at Jacksonville Christian Academy? _____

Standards

- Possess a personal knowledge of Jesus Christ as Savior.
- Believe in the Christian philosophy of education as stated in the JCA Handbook.
- Accept the Bible as the infallible rule of faith and practice.
- Do one's best to be prepared to teach the areas assigned.
- Be in satisfactorily physical and mental health to fulfill the responsibilities as directed.
- Be willing to cooperate with administration and other co-workers.
- Attend all services of your local church.
- Abstain from the use of illegal drugs, tobacco, alcoholic beverages, and immoral conduct and avoid other forms of carnality in direct contradiction of the Bible.
- Be mindful of appropriate dress while in public and adhere to the dress code policies when subbing. See next page.

If you agree, please initial each box, sign, date, and return to the JCA office.

I have read the *JCA Student Handbook* and will support its beliefs, policies, and practices. _____

I understand that JCA has a *conservative, Biblical approach* and that if I am given the opportunity to substitute, I must adhere to that approach when teaching. _____

I agree to abide by the *substitute standards and policies* of Jacksonville Christian Academy when representing the school. _____

I agree to abide by the *substitute dress code standards* of Jacksonville Christian Academy. _____

I understand that my *substitute position is conditional* as long as I am in good standing with the school. _____

I have attended JCA's Substitute University. _____

Signature _____ Date _____

Dress Code Standards for Substitutes

Volunteer helpers who regularly assist in the classrooms are asked to adhere to the dress code that all teachers are required to follow. Even in public (outside of school), a volunteer should never be dressed in such a way that would shed a negative light on Jacksonville Christian Academy. Please adhere to the following:

All volunteers/substitutes should have a neat and clean appearance. Although we do not have a specific *uniform* dress code like the students do, we must be an example with what we wear at school and adhere to the Dress standards as listed in the **Student Handbook**.

Females

- When assisting in any class, all volunteers/substitutes must wear a skirt, dress, or professional uniform that adheres to our modesty code, i.e. not too low, short, tight, or see through. Skirts, dresses, or when casual clothing is appropriate, should touch the knees or longer.
- Please refrain from wearing plunging necklines that show any cleavage when standing, sitting, or bending over. Wear a tank top to help with “issues” 😊.
- Please refrain from wearing tight fitting shirts or other articles of clothing. Clothing should be loose so as not to cup under the chest or rear end. Sleeveless shirts may be worn as long it does not “cut in” like a tank top.
- Regarding foot wear, please wear comfortable shoes. Please refrain from wearing flip-flops that you would wear to the beach. However, flip styles are acceptable. Clean and neat tennis shoes are fine too.
- See **Student Handbook** for hair/accessory standards.
- Ladies may wear slacks/capris/culottes/Bermuda shorts (that touch the knee) on workdays, ball games, and for events that may require casual dress.

Males

- All male substitutes must wear a collared shirt with sleeves, long pants/belt, and proper footwear. Neckties are optional.
- Male volunteers must wear a shirt with sleeves and are requested to wear long pants.
- See **Student Handbook** for hair/accessory standards.

When a substitute prefers to wear *casual clothing* instead of a dress or skirt for an appropriate school activity or field trip, please adhere to the **Student Handbook** dress guidelines.

We want all of our substitutes and volunteers to look their best, so if you have any questions please see the appropriate principal.



Jacksonville Christian Academy
Home of the Conquerors

919 Gum Branch Rd.
Jacksonville, NC 28540
Ph. 910-347-2358 Fax: 910-347-3138 E-mail: jcaconquerorsoffice@gmail.com

Request for Criminal Records Check and Authorization

I hereby request the _____ County Sheriff Department to release any information which pertains to any record of convictions in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said Police Department from any and all liability resulting from such disclosure.

Date _____

Signature

Print Full Name

Print Maiden Name if Applicable

Date of Birth

Place of Birth

Social Security Number

Driver's License Number

State and Expiration Date