



## SUBSTITUTE APPLICATION

WEST HILLS CHRISTIAN SCHOOL

7945 S.W. Capitol Hill Road

Portland, OR. 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 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, and will contact you after it is reviewed as to the process and nature of substituting at West Hills.

### A. APPLICANT'S NAME AND ADDRESS

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

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

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

Present Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Evenings/Cell: (    ) \_\_\_\_\_

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

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

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

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

\_\_\_\_\_

### B. GRADE LEVEL

Please check those grade levels 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>

**C. CHRISTIAN BACKGROUND**

Briefly give your Christian testimony.

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Where do you worship? \_\_\_\_\_

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

What is your thinking toward believers from other Christian traditions?

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Describe your devotional life:

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**D. PROFESSIONAL QUALIFICATIONS**

- *Please attach photocopies of all your college transcripts.*

**Education:**

*Most recent listed first.*

University / College	Dates	Major	Degree

**Teaching Certification:**

State	Type	Endorsements	Grade Level	Valid Through

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

If so: Type \_\_\_\_\_ Valid Through \_\_\_\_\_

**Teaching Experience:**

*Most recent listed first.*

School or Church	Grade(s)	Dates

**E. EDUCATIONAL PHILOSOPHY** \* *Please briefly answer each of the questions below.*

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 the 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 encourage a struggling student?

What techniques might you use to transition students from one activity to another?

**F. EMPLOYMENT HISTORY**

Please list three past employers starting with your current or most recent employer

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

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

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

**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.

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>

2. Give any references, you can, that are qualified to speak of your substituting or teaching experience.  
List your current or most recent principal or supervisor first.

<b>Name</b>	<b>Position</b>	<b>School or Church</b>	<b>City/State</b>	<b>Phone #</b>

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

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 statements.

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Signature of Applicant

Date

## **Adult to Student Contact/Interaction Policy**

West Hills Christian School is grateful for its dedicated administrators, teachers, support staff and volunteers who daily serve the educational needs of her 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.

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 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.

### **Specific examples of unsafe/unhealthy Adult to Child conduct that is to be avoided:**

- An adult who has a child on his or her lap.
- An adult who picks up a child.
- An adult seen physically forcing a child to move or cooperate, unless it is for the child’s safety or another person’s safety.
- An adult who insists on a frontal hug from a student.
- An adult who hugs a child from behind.
- An adult who looks to a child for emotional support either verbal or physical.
- An adult who does not respect a student’s obvious verbal or nonverbal cues in regard to personal space.
- An adult who kisses a child on the head, cheek or lips.
- An adult who has any intimate physical contact when they are alone with a child.
- An adult who demeans or shames a child for not participating in physical contact such as a hug, handshake, high five, back rub, etc.
- An adult who shares a sexual joke or sexualized comment with a child.
- An adult who uses a child’s physical attributes as a point of criticism or joking.

In compliance with Oregon Law, it is the responsibility of every adult to promptly report 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. In those cases where an adult might be reporting on an administrator, a board member should be contacted.

**As an employee, substitute teacher, tutor, coach, affiliate or volunteer worker for West Hills Christian School (WHCS), I understand that I must adhere to the Adult/Student Contact Policy as stated by the WHCS Board**

**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)

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. That I have read WHCS's "Adult to Student Contact/Interaction Policy" and I will abide by its recommendations and requirements when working or volunteering with students.

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 is 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.

\_\_\_\_\_  
Member, Employee and/or Volunteer Signature

\_\_\_\_\_  
Date

**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a *teaching substitute* 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 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 Hirecheck, Inc., 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 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): (Include Maiden if Applicable) \_\_\_\_\_

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

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

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

Office Record:    Date Filed: _____    Date Received: _____
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