

## River Hills Christian Academy

16318 FM 624, Robstown, TX 78380 /361-933-1114

P.O. Box 260607, Corpus Christi, TX 78426

[www.rhbc.cc](http://www.rhbc.cc) Fax 361-767-7422

### **SUBSTITUTE APPLICATION**

*We believe that a key to a successful Christian school is the quality of its staff. We are seeking applicants who are qualified; who are dedicated to Christ, children, and academic excellence; and who, by the pattern of their lives, are Christian role models.*

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

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

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

Best way to reach you: \_\_\_\_\_

Permanent address and phone number (if different than the address listed above):

\_\_\_\_\_

\_\_\_\_\_

How did you learn about the position for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHURCH MEMBERSHIP**

*In your own handwriting and on separate paper, please give your Christian testimony.*

The church you currently attend: \_\_\_\_\_

Are you presently a member and in good standing? \_\_\_\_\_

How long have you attended here: \_\_\_\_\_

What church activities are you involved and with what degree of regularity?

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List your favorite scripture verse(s) and explain why they are your favorite:

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**PROFESSIONAL QUALIFICATIONS/EDUCATION**

*What degree or degrees do you hold?*

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Your Major(s): \_\_\_\_\_

Your Minor(s): \_\_\_\_\_

Other Educational Experience \_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

*Please list previous employment beginning with most recent:*

1. Company: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Position(s) Held: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Company: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Position(s) Held: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Company: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Position(s) Held: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

4. Company: \_\_\_\_\_ Salary: \_\_\_\_\_

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

Position(s) Held: \_\_\_\_\_ Dates: \_\_\_\_\_

Supervisor's Name & Phone Number \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**CHRISTIAN SCHOOL PREPARATION/CHILD CARE EXPERIENCE**

1. What spiritual gifts do you bring to this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What skills make you a good childcare provider? Give examples of these in your personal experience.

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3. How would you establish and maintain positive relationships with parents and students?

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4. Comment briefly on what how you would handle structure and discipline in the after school program.

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**PERSONAL REFERENCES**

**Spiritual References:** Please list references (other than family members) who can testify to your character and Christian service. Please list your current pastor first.

1. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

2. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

3. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

**Professional References:** Give three references who are qualified to speak of your professional training, supervisory ability, and experience. Please list your current or most recent supervisor first.

1. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

2. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

3. Reference: \_\_\_\_\_ Position: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Dates applicant has known reference: \_\_\_\_\_

***You will also need to sign the Applicant's Certification and Agreement that is attached and return it with this application.***

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that River Hills Christian 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 only through the day of release.

I authorize River Hills Christian 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 the school to thoroughly investigate my work records and evaluations, my educational preparation and other matters related to my suitability for the position.

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 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 the school.

Since I will be working with children, I understand that I must submit to a background check by the TXDPS Crime Records Service. 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. The school may refuse employment or terminate conditional employment if the school deems any background information is unfavorable, that it could reflect adversely on the school; that it could damage my ability to serve as a Christian role model.

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.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
(Print) Date

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