



Dear Substitute Teacher Applicant,

Legacy Christian School at Confluence Church thanks you for your interest in becoming a substitute teacher. Please read through the included information then prayerfully consider returning the enclosed application. After reviewing your application, a school representative will notify you if you qualify for this position. If there is continued interest in your candidacy you will be called for an interview and your references will be contacted. The interview will be scheduled with the School Administrative Team.

We believe that God already knows the individuals that are best suited to substitute at Legacy and what levels they are best suited for. It is our prayer that this knowledge would become incredibly clear to us throughout the application process. We also believe that God has a definite purpose and plan for your life and our prayer is that you would discern this throughout the process as well.

We look forward to receiving your application should you decide to return it, as well as answering any questions you might have along the way. Please indicate on the application the grade levels for which you wish to substitute. Substitute pay is **\$150** per day for full days M-Th, **\$100** for Fridays as we dismiss at noon, and **\$75** for partial days less than 4 hours. Please feel free to call the school office with any questions.

In Christ's service,

The School Administrative Team



Basic Qualifications for Ministry

All school employees and board members must have accepted Jesus Christ as their personal Lord and Savior (Romans 10:9-10) and demonstrated a conviction that God has called them to minister and serve here. They must also demonstrate a consistent outward evidence of inward Christian character (1 Tim. 4:12); and adhere to our Statement of Faith and all moral and ethical standards and mandates of Legacy Christian School at Confluence Church.

Their total lifestyle (values, attitudes, priorities and practice) should demonstrate a love for the Lord Jesus Christ as evidenced by a commitment to live in obedience to His Word (John 14:15). Each position of responsibility within the school is to be assigned according to the individual's strengths, calling, and potential effectiveness. Everyone involved in ministry of any type at Legacy Christian School at Confluence Church, whether serving on the school board or as an employee, must meet the basic qualifications below. Additional qualifications for each specific assignment are listed within each specific ministry description.

Called to Serve:

- Be able to share how they have felt called to serve, and in what capacity, at the school
- Possess a genuine love for God, a commitment to personal and professional growth, and a love for students under their care
- Committed to doing their very best from a pure motivation of the heart to bring glory to God (1 Corinthians 10:31)
- Respectfully submit to those in authority over them

Servant:

- Seek to demonstrate a Christ-like attitude of servant hood (Philippians 2:5-7)
- Work under authority without pride or self-interest, relating well to those within their sphere of influence

Professional:

- Employees agree to abide by requirements set forth in the Employee Handbook, as well as any additions made by the School Administrative Team during the current school year. They agree to cooperate in every way with the school authorities and adhere to the policies adopted by Legacy Christian School.
- Employees acknowledge and agree to mandated child abuse reporting requirements.
- Strive to present themselves as worthy unto the Lord; their appearance, demeanor, and speech should communicate competence, respect, and professionalism
- Agree to follow a biblical pattern in avoiding and resolving personal conflicts and always giving a good report; appropriate confidentiality will be observed regarding pupil, parent and school matters; observe the biblical principles found in Matthew 5:23-24 and 18:15-17 regarding conflict resolution
- Avoid a negative, critical spirit
- Take problems to the Administrative Team as necessary and appropriate

Christian Role Model:

- Serve as a Christian role model both on and off school grounds to students, and as an example to parents and colleagues; this includes, but is not limited to, refraining from such activities as the use of illicit drugs, vulgar and profane language, and drunkenness and the misuse of alcohol.
- Committed to what is beneficial and constructive placing the good of others before themselves (1 Cor. 10:23-24)
- Agree to faithfully attend a Bible teaching church, one whose fundamental beliefs agree with Legacy Christian School's Statement of Faith



Substitute Teacher Application

PERSONAL INFORMATION

Name _____

If you have used another name please indicate: _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ ☐ Please do not call at work

E-Mail Address _____ Grades I'd like to sub for _____

Today's Date _____ Date Available _____

Please give a brief explanation as to why you are applying for this position

Do Not Write In This Space
For Office Use Only

Date Received _____

Interview _____

Status _____

Background Check _____

Notes _____

SPIRITUAL INFORMATION

What church do you currently attend? _____ How Long? _____

Church Address _____

How often do you attend? _____

Pastor's Name _____ Phone Number _____

Describe your routine of personal Bible reading, study, and prayer.

What is your attitude toward working with those of other races and those of other denominational beliefs?

Please include a written, or typed, testimony of your Christian life and walk, including your conversion experience on a separate paper. Please limit it to a maximum of one page. In addition, also briefly explain your understanding of how a person becomes a Christian and on what basis a person gains entrance into heaven. Please use any scripture you are familiar with that supports your understanding.

Do you believe the Bible to be the **only** inspired and infallible Word of God? ☐ Yes ☐ No

Do you believe the Bible to be our final authority in **all** matters of faith, conduct, and truth? ☐ Yes ☐ No

Have you read and do you agree with Legacy Christian School's Statement of Faith? ☐ Yes ☐ No

Please explain any differences on a separate paper.

EXPERIENCE/QUALIFICATION RELATED

Please describe what you believe to be the most essential skills for a substitute teacher to possess and why.

Describe what your goal will be when you step into one of our classrooms as a substitute teacher. _

EDUCATION

(Please skip if all requested information is included in your resume)

College, University, Trade School, Etc.	Location	Degree Granted or if no degree areas of study	Date Granted or if no degree dates attended

Do you have a valid teaching license? ☐ Yes ☐ No If yes, for which state? _____ Please attach copies

EMPLOYMENT EXPERIENCE (This information must be completed in full unless already included in your resume.)

Begin with your most recent employer and work backwards for the past three employers or 10 years max.

Dates Employed From To Mo/Yr. Mo/Yr. ____ ____	Name & Address of Employer _____ _____ _____	Full-Time Part-Time <input type="checkbox"/> <input type="checkbox"/>	Name of Supervisor _____ Phone: Email: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?
Responsibilities/Subjects Taught: _____ _____ _____			
Reason for Leaving: _____ _____ _____			

Dates Employed From To Mo/Yr. Mo/Yr. ____ ____	Name & Address of Employer _____ _____ _____	Full-Time Part-Time <input type="checkbox"/> <input type="checkbox"/>	Name of Supervisor _____ Phone: Email: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?
Responsibilities/Subjects Taught: _____ _____ _____			
Reason for Leaving: _____ _____ _____			

Dates Employed From To Mo/Yr. Mo/Yr. ____ ____	Name & Address of Employer _____ _____ _____	Full-Time Part-Time <input type="checkbox"/> <input type="checkbox"/>	Name of Supervisor _____ Phone: Email: May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?
Responsibilities/Subjects Taught: _____ _____ _____			
Reason for Leaving: _____ _____ _____			

REFERENCES (This information must be completed in full unless already included in your resume.)

Do not list family members or relatives for references.

Please list three references that can speak of your qualifications/experience for this position.

	<u>Name</u>	<u>Address, including zip code</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	(____)_____	_____
2.	_____	_____	(____)_____	_____
3.	_____	_____	(____)_____	_____

Please list three references qualified to speak of your relationship to the Lord Jesus, and your Christian service.

	<u>Name</u>	<u>Address, including zip code</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	(____)_____	_____
2.	_____	_____	(____)_____	_____
3.	_____	_____	(____)_____	_____

Criminal History Background Check:

Have you ever been convicted or subject to adjudication for conduct involving a felony, assault crime, drug crime, or theft?

☐ Yes ☐ No If yes, when, where, which court, and what was the deposition?

Certification and Agreement: (Please read entirely and carefully)

I understand that Legacy Christian School at Confluence Church 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and 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 on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Legacy Christian School at Confluence Church to thoroughly interview the primary references that 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 my former employers and any other references 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, all other 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 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 the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including

criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant's Name (Please Print)

Applicant's signature

Date

STATEMENT OF FAITH

Legacy Christian School is a ministry of Confluence Church, and the following Statement of Faith reflects the foundational beliefs upon which Confluence Church functions and Legacy Christian School is founded. These will not be compromised in any way:

A. The Bible

We believe the Bible to be the inspired and only infallible and authoritative Word of God. We believe the Scriptures of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and life. We believe that God has not added to, deleted from, or altered the canon of the Bible with subsequent writings and revelations.

2 Timothy 3:15-17, 2 Peter 1:21

B. God

We believe there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each distinct from the Other, and Each is fully God, yet They are perfectly harmonized in Their Triune Being.

Genesis 1:1, Deuteronomy 6:4, Matthew 28:19, John 10:30, 1 Corinthians 8:6

C. Jesus Christ

We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to this earth in power and glory, and His present life for us as High Priest and Advocate.

Matthew 1:23, Mark 16:19, Luke 1:34-35, John 2:11; 10:33; 11:25; 14:6, Acts 1:11, 1 Corinthians 15:3,4, Hebrews 4:15; 7:26, Revelation 19:11-13, 14-16, Isaiah 7:14

D. The Holy Spirit

We believe in the threefold work of the Holy Spirit: that He seeks out and brings the lost to salvation; that He sanctifies the believer; and that He baptizes the believer into the body of Christ, giving spiritual gifts to the Christian for service. We believe in the continuance of gifts as found in 1 Corinthians 12:4-11. We believe that the Holy Spirit is our Comforter, Teacher, and guarantee of our inheritance.

John 14:26; 16:7-11, Acts 1:8, Romans 8:1-11, 1 Corinthians 12:4-11, Galatians 5:22, Ephesians 1:13-14; 4:4-5

E. Salvation

We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death but also spiritual death (separation from God) and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

We believe that lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who have faith in Him are redeemed and justified on the grounds of His shed blood.

We believe that salvation is by grace, through faith, and is a free gift from God. It is not attained by our own works. Therefore, it cannot be earned by good works apart from faith. We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.

John 3:16-19; 5:24, Romans 3:23; Romans 5:8-9, Ephesians 2:8-10, Titus 3:5

F. Spiritual Gifts

We believe that God utilizes ALL the spiritual gifts as given in Scripture, in accordance with His perfect will. We believe each Christian is endowed with both general gifts and specific gifts. Each believer is unique unto the Lord, and each is uniquely gifted. It is our job as believers to discover our gifts and use them in our service both to God and to each other. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe that the filling of the Holy Spirit is a baptism of power. The Spirit is given to all who believe, and we should seek the filling and empowering of the Spirit. The primary, initial characteristic of the filling of the Holy Spirit is a release of LOVE in and through the life of the believer. Other signs may accompany this, but Love is the essential one.

Romans 8:13-14; 12; 1 Corinthians 3:16, 6:19-20; 12; 14; Ephesians 4:30, 5:18

G. Marriage

Marriage has been ordained by God. This church defines "marriage" as the exclusive covenantal union of one naturally born man and one naturally born woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles.

Genesis 2:24; Matthew 19:4-6; Ephesians 5:22-33; 1 Corinthians 7:1-5 and 10-16

H. Human Sexuality

We believe the Bible teaches legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage are inconsistent with the teaching of the Bible and the Church.

Genesis 2:24; Romans 1:24-32; 1 Corinthians 6:18-20; 1 Thessalonians 4:3-5; Hebrews 13:4

I. Men in Pastoral Leadership

We hold a complementarian view of men and women in the church, recognizing that while women may serve the church in a myriad of ways, the Bible requires that an elder/pastor be a man meeting specific biblical qualifications.

1 Timothy 2:11-15; 1 Timothy 3:2-7; Titus 1:5-9

J. The End Times

We believe in the rapture of the church, where believers will be caught up in the air to meet Christ and remain with Him. We believe the Bible teaches this event will be prior to a seven-year tribulation period, during which God's judgments will be poured out on the earth and its inhabitants. After this time, Christ will return in His second coming to establish His literal 1000-year reign on earth, fulfilling prophecies and bringing peace and righteousness to all nations during His millennial kingdom. When the 1000-year reign is complete, heaven and earth will pass away, and God will create a new heaven and earth free of sin and its effects.

(John 14:1-3; Titus 2:13; Acts 1:11; Romans 8:19; Philippians 3:20; 1 Corinthians 15:51-53; 1 Thessalonians 4:13-5:11; Daniel 12:1; 2 Thessalonians 2:7-12; Revelation 16; 20:1-7; 2 Peter 3:12; Revelation 21:1-4, 8)

___ I wholeheartedly accept the Statement of Faith, in its entirety, as written.

___ I agree wholeheartedly with every section above except letters _____
*In a separate document, please explain why you disagree with these sections

Signature

Date



Employee Lifestyle Statement

Legacy Christian School at Confluence Church is a religious, nonprofit organization representing Jesus Christ throughout the local community. As such, all employees are required to be born-again Christians (Romans 10:9-10) who:

- Are committed to a biblical philosophy of life conducting themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.
- Serve as **Christian role models** (I Tim. 4:12) both on and off school grounds to students (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, submission to authority, and Christian living (Eph. 4:1-3; II Tim. 2:22-24; I Peter 1:13-16; 2:13-17; Titus 2:6-8). This includes, but is not limited to, the refraining from such activities as the use of illicit drugs, vulgar and profane language (Col. 3:17; Titus 2:7-8; I Thess. 2:10, 5:16-18, 21-23; Eph. 4:17-5:21; Rom. 12: 9-21) gluttony, and drunkenness and the misuse of alcohol (Eph. 5:18, Prov. 20:1, 23:20, 21, 29-35). Always keep in mind the counsel found in James 3:1 regarding becoming a teacher in that those who teach “will be judged more strictly”.
- Follow the biblical teaching that our “Christian liberties”, or “freedom in Christ”, should not lead to indulgence over moderation (Gal. 5:13-15; I Peter 2:16; Eccl. 7:18), being bound, controlled, or addicted to anything (Rom. 6:11-22; I Thess. 4:1-12; Rom. 8:8-17, 13:14), and must not take precedent over the good of others, as we should not become a stumbling block (Rom. 14:1-15:6; I Cor. 10:23-11:1). This could include the use of alcohol and tobacco so while we do not require abstinence in the use of these things, we do expect a maturity that exhibits sensitivity, wisdom, discernment and caution regarding them as well as any practices that would cause someone to stumble because of your example.
- Agree that the Bible dictates the standards for sexual behavior. The unique roles of male and female are clearly defined in Scripture. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a **Christian role model**. (Matt 5:27-28; Romans 1:21-27; I Cor. 6:9-20, 10:8; Gal. 5:19-21; Eph. 4:17-19, 5:3-5; I Thess. 4:3-8; Prov. 5:1-23; Col. 3:5). Agree that biblical marriage is limited to a covenant relationship between a natural-born man and a natural-born woman as stated in our Statement of Faith.

Legacy Christian School at Confluence Church employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. The goal is that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I acknowledge receipt of this document and if hired agree to adhere to its contents as stated.

Signature

Date



Declaration of Moral Integrity

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to instill in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's Name

Date

Administrator's signature **after** discussion with applicant/volunteer

Date

"Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4, *The Message*)

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)



Legacy Christian School Calendar for 2025-2026

(More events may be scheduled at a later date)

August	21 25	Ice Cream Social - 5:30p.m. – 7:00p.m. 1 st Day of School
September	1 11	No School - Labor Day Back to School Night – 6:00p.m. – 7:30p.m.
October	10	No School - Teacher In-service
November	10 14 20-21 24-28	No School - Veteran's Day End of 1 st Trimester No School - Parent/Teacher Conferences No School -Thanksgiving Vacation
December	18 19-Jan 2	Minimum Day – 12:00 Dismissal ; Christmas Program begins at 6:00p.m. No School - Christmas Vacation
January	5 19	School Resumes No School - Martin Luther King Jr. Day
February	13 16	No School – Teacher In-service No School - President's Day
March	13 19-20 30-Apr 6	End of 2 nd Trimester No School - Parent-Teacher Conferences No School - Easter Vacation
April	7 16 17	School Resumes Minimum Day - 12:00 Dismissal ; Open House 5:30p.m. – 7:00p.m. No School - Teacher In-service
May	25	No School - Memorial Day
June	5	Last Day of School