



TWIN OAKS CHRISTIAN SCHOOL
1230-A Big Bend Road, Ballwin, Missouri 63021
(636) 861-1901 Fax (636) 861-2084
E-mail tocsadminasst@twinoaksschool.org

APPLICATION FOR SUBSTITUTE

INSTRUCTIONS: To assist us in better understanding your qualifications and interests and to assure the fullest consideration, please provide all of the information requested on this application. Please read the “applicant statement” found on page 4 of this application form before answering any of the questions. Sign the application at the bottom of page 4 and return it to the school office. **Please print or type all information.**

TODAY’S DATE: _____

PERSONAL INFORMATION

Last Name: _____	First Name: _____	Middle Name: _____
Address: _____	City, State, Zip: _____	
Email Address: _____		
Home Telephone: () _____	Cell Phone: () _____	Gender: _____
Date of Birth: _____	Social Security Number: _____	U.S. Citizen (Y/N): __

BACKGROUND INFORMATION

Do you confess Christ as your Lord and Savior? _____	
Do you subscribe to the Reformed Doctrinal Position of Twin Oaks Christian School? _____ (The reformed faith as summarized in such standards as the Westminster Confession of Faith and Catechisms, Belgic Confession, Canons of Dordt, Heidelberg Catechism)	
Church Membership: _____	
Current Church: _____	Dates Attended: _____
Address: _____	Telephone:() _____
Previous Church: _____	Dates Attended: _____
Address: _____	Telephone:() _____

EMPLOYMENT HISTORY

List your last three employers beginning with your current or most recent employer

Current/Last Employer: _____ Address: _____
City, State, Zip: _____
Position: _____ Beginning Date: _____ Ending Date: _____
Reason for leaving: _____
Supervisor or contact reference: _____
Please describe your duties: _____ _____ _____

EDUCATION

List all schools beginning with college:

School	City/State	Dates Attended (From - To)	Graduate?	Degree/Major
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER AND ATTACH TO APPLICATION

1. Give a brief profession of your faith.
2. Why do you wish to teach in a Christian School?
3. What does it mean to be reformed?

PERSONAL REFERENCES

List two personal references that are well acquainted with you. Do not list relatives.

1. Name _____ City/State _____ Phone # _____
2. Name _____ City/State _____ Phone # _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Feel free to expand this application to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.

SOCIAL MEDIA USED

List any Social Media Networks (including but not limited to Facebook, Twitter, etc.) that you use or have used as well as the name(s) your account may be listed under.

APPLICANT STATEMENT – READ CAREFULLY

In consideration of the receipt and evaluation of this application by Twin Oaks Christian School, I agree and represent that:

- The information contained in this application is correct to the best of my knowledge. I understand that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.
- I authorize any references, schools, current or former employees, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment.
- I hereby release any individual, employer, church, denominational agency or official, reference or any other person or organization both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempt to comply with this authorization, excepting only the communication of knowingly false information.
- I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. A facsimile or photocopy of this authorization shall be as valid as the original.

Check one:

I waive _____ do not waive _____ any right that I have to inspect any information provided about me by any person or organization described above.

Should my application be accepted, I agree to be bound by the bylaws and policies of Twin Oaks Christian School, and refrain from any conduct in violation of its teachings.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the school for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I have read and understand the above provisions, and agree to them. This is a legal document and I understand that I have the opportunity to consult with an attorney before signing it.

X _____
Signature of Applicant Date

PERMISSION TO OBTAIN A BACKGROUND CHECK

I, the undersigned applicant, authorize Twin Oaks Presbyterian Church/Twin Oaks Christian School, through its independent contractor, to procure background information about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Twin Oaks Presbyterian Church/Twin Oaks Christian School, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act. (We do NOT run a credit check.)

X _____
Signature of Applicant Date

“TWIN OAKS CHRISTIAN SCHOOL GLORIFIES GOD IN ASSISTING CHRISTIAN PARENTS BY PROVIDING EXCELLENCE IN EDUCATION TO COVENANT CHILDREN THAT THEY MAY KNOW AND UNDERSTAND GOD’S WORD AND WORLD WHILE HEARTS ARE NURTURED IN PREPARATION FOR SERVICE IN HIS KINGDOM.”