



Covenant Classical School

Substitute Application

To be considered for employment, it is important that all portions of this form be completed.

Name (Last, First, Middle Initial)		Today's Date		
Present Address	Street	City	State	Zip
Telephone Number		Email Address		
Emergency Contact	Emergency Phone	Names of Relatives at CCS		
Position Applied For	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Substitute	Date Available		

EDUCATIONAL EXPERIENCE

EDUCATION	NAME & ADDRESS	MAJOR/MINOR	YEARS COMPLETED	GRADUATED (Year)	DEGREE
High School			1 2 3 4		
College			1 2 3 4		
College			1 2 3 4		
Graduate School					

EMPLOYMENT EXPERIENCE

List your last position first.

May we contact this employer? Yes No

Company / Institution	From (Month/Year)	To (Month/Year)
Street Address	City, State, Zip	Telephone Number
Your Job Title/Position	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Supervisor's Name
Describe Your Principal Duties:		
Reason for Leaving:		

May we contact this employer? Yes No

Company / Institution	From (Month/Year)	To (Month/Year)
Street Address	City, State, Zip	Telephone Number
Your Job Title/Position	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Supervisor's Name
Describe Your Principal Duties:		
Reason for Leaving:		

May we contact this employer? Yes No

Company / Institution	From (Month/Year)	To (Month/Year)
Street Address	City, State, Zip	Telephone Number
Your Job Title/Position	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Supervisor's Name
Describe Your Principal Duties:		
Reason for Leaving:		

EXPERIENCE / TRAINING

Please indicate experience and/or training in the following areas:

General Office	Computer Software	Health Care	Custodial/Commercial	Other
<input type="checkbox"/> Accounting	<input type="checkbox"/> MS Word	<input type="checkbox"/> Registered Nurse	<input type="checkbox"/> Bus Driver (CDL)	<input type="checkbox"/> Supervision/Mgmt.
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> MS Excel	<input type="checkbox"/> EMT	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Sales/Marketing
<input type="checkbox"/> Clerical/Data Entry	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> Other _____	<input type="checkbox"/> Electrical	<input type="checkbox"/> Administration
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> MS PowerPoint		<input type="checkbox"/> Plumbing	<input type="checkbox"/> Classroom Aide
<input type="checkbox"/> Receptionist	<input type="checkbox"/> Adobe Photoshop		<input type="checkbox"/> General Maintenance	<input type="checkbox"/> Coaching _____
			<input type="checkbox"/> Gardening/Landscaping	<input type="checkbox"/> Other _____

PERSONAL REFERENCES: Please list two individuals (not related) who have knowledge of your personal abilities and character and two who have knowledge of your work experience.

Name	Nature of Relationship		Contact Number
Address	Street	City	State Zip
Name	Nature of Relationship		Contact Number
Address	Street	City	State Zip
Name	Nature of Relationship		Contact Number
Address	Street	City	State Zip
Name	Nature of Relationship		Contact Number
Address	Street	City	State Zip

PERSONAL DATA

Referral Source: Friend Relative CCS Website Other _____
 Provide any further comments concerning your background, training, or experience here.

Have you ever been convicted of any criminal offense? If yes, indicate the nature of the offense, date, court, and disposition.

Yes No

If yes, explain: _____

Are you now, or have you at any time been convicted or registered for crimes involving minors? Yes No

If yes, explain: _____

Covenant Classical School requires and conducts criminal background checks on all potential employees.

Will you consent to this requirement? Yes No Signature: _____

Covenant Classical School hires only United States citizens and aliens lawfully authorized to work in the United States. If hired, you will be required to complete an Employment Eligibility Verification supplied by US Citizenship and Immigration Services and will be asked to provide a document(s) to verify your citizenship or legal authorization to work in the United States.

CHRISTIAN COMMITMENT

Covenant Classical School is not affiliated with any particular denomination. However, the school adheres to a clear statement of faith and maintains an explicitly Christian perspective in its curriculum and practices. We believe that shared core values and shared core purposes create a peaceful environment that best glorifies God and best equips our students to learn and grow. Consequently, we do require a credible expression of Christian faith.

Please provide your testimony (describe your relationship with Jesus Christ):

State why you would like to work in a Christian school:

Do you attend church? Yes Name: _____
 No

How often? Weekly Monthly Occasionally

Address: _____

What is the name of your minister/priest? _____

I agree with the Covenant Classical School Statement of Faith. (circle) Yes No Yes, with exception

Please explain any exception you may have.

LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

- Y N Have you ever been convicted of a criminal offense (felony or misdemeanor)?
Answer “yes” if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection with a criminal case.
- Y N Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
- Y N Have you ever reported to any organization or registry for abuse or misconduct involving children?
- Y N Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?
- Y N Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?
- Y N Have you ever been reprimanded, or asked to leave or end your membership in a church?
- Y N Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?
- Y N Do you now or have you ever sought out or intentionally viewed child pornography?
- Y N Do you feel you were ever emotionally, physically, or sexually abused?
- Y N Have you ever abused or molested a child?
- Y N Have you ever been accused of abusing or molesting a child?

Mission Statement:

Covenant Classical School’s mission is to train our students to live and think according to a Biblical, Christ-centered worldview. We accomplish this by partnering with parents to provide a rigorous, classical education that instills a lifelong love of learning.

**Covenant Classical School ♦ 1701 Wind Star Way ♦ Fort Worth, TX 76108
817.820.0884 (Phone) 817.246.5027 (Fax)**