



Substitute Teacher Application

OFFICE USE ONLY
Lead _____
Interviewed on _____
Financial provided _____
Orientation _____
Begin Date: _____

Application Date _____

Name _____ Sex _____
Last First Middle

Present Address _____
Street City State Zip

Cell/Phone Number _____ E-mail _____

Permanent Address _____
Street City State Zip

Date of Birth _____ SSN _____

Religious Preference _____ Church You Attend _____

Referred by _____

Area Desired: (Check all that apply): _____ Preschool _____ K-5 _____ M/S _____ H/S

Please note any areas of curriculum that you feel unqualified to cover:

Are you employed now? _____ If so, may we contact your present employer? Y / N

Telephone Number _____

Have you ever applied with PPCS before? Y / N If so when _____

Subjects of special study or research work during school

Activities other than religious (Civic, Athletic, Fraternal, etc.)

EDUCATION

Name & Location of Schools and Colleges	Date From	Date To	Degree	Major	Minor
High School:					
Location:					
Colleges:					
Location:					
Location:					
Location:					

WORK EXPERIENCE

Start with last employer first please

Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Date of Employment From: _____ To: _____
Last Job Title or Position Reason for leaving		
Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Date of Employment From: _____ To: _____
Last Job Title or Position Reason for leaving		
Name of Employer Address City, State, Zip Code Phone Number	Name of Supervisor	Date of Employment From: _____ To: _____
Last Job Title or Position Reason for leaving		

REFERENCES

Include persons who have known you for at least one year and who are qualified to speak regarding fitness for the position you seek. Do not include relatives.

Name	Occupation	Address	Telephone

Have you ever been dismissed from a position or asked to resign? _____ If so, please describe the details of the event on a separate sheet of paper.

Have you ever been convicted of a felony? _____

Have you ever been convicted of or entered into a deferred judgment agreement for any crime of incest, child abuse, child sexual abuse, kidnapping of a child, unlawful sexual behavior, murder, or any crime which involved child prostitution or the sale or possession of sexually explicit materials harmful to children, or any crime which might indicate that you might be a threat to the health, welfare and safety of the children? _____

In case of emergency notify _____

Address _____ Phone _____

PLEASE READ CAREFULLY BEFORE SIGNING

Required by the State of Colorado for Childcare: "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

- 1) I certify and am willing to publicly confess that I have a personal relationship with Jesus Christ as my Lord and Savior.

- 2) I agree that neither Pikes Peak Christian School nor any other person or entity shall be held liable in any respect if an employment offer is not tendered to me by Pikes Peak Christian School or is subsequently withdrawn or terminated for any reason whatsoever. I further understand that failure to provide any of the information requested may prevent consideration of my application for employment.

- 3) I certify that the information given by me on this application and any supplement is true and correct to the best of my knowledge. I understand that false statements on this application may result in termination of employment.

Date

Signature of Applicant

Employment at Pikes Peak Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Pikes Peak Christian School is a religious educational ministry. As clearly detailed in this application, PPCS makes hiring decisions taking religion into consideration, and is permitted to do so by law. All prospective and current employees must agree with Pikes Peak Christian School's Purpose Statements, and they must be willing to conduct their lives in conformity with the school's Declaration of Moral and Ethical Integrity and staff policies.

Pikes Peak Christian School

5905 Flintridge Drive
Colorado Springs, CO 80918
(719) 598-8610
Fax (719) 598-1491
www.ppcseagles.org

Pikes Peak Christian School

Purpose Statements

Who We Serve

Families of 2-year-old through high school age students from all walks of life in the Pikes Peak region and throughout the world with our international program.

Our Mission

To provide a quality, Bible-based education taught by Christian teachers in a safe and compassionate environment. To identify and develop the academic, social, and spiritual potential of each student in partnership with God and family.

What We Value

- Christ-centered excellence
- Exceptional, personal academics
- Christian character development
- Caring, respectful relationships
- Preparation for college and life

Our Vision

To become the most valued educational experience in the Pikes Peak region, due to our measurable academic excellence, visible Christ-like influence, and loving support provided to our students and families.

What We Believe

God is the creator of all things, Jesus is the Son of God, and God inspires and guides us through His Spirit and His holy word, the Bible. God created mankind, male and female, in His own image to fulfill His purpose which is to glorify Him. There is a necessity of a strong bond between the Lord's Church, the Family, and the School in the education of the child. The strength of that bond allows the environment for each child to realize his or her greatest potential, to develop a love of learning, to think and act creatively, and to interact compassionately with others.

Our Beginning

We began as a Preschool and Day Care in 1981, founded by members of Eastside Church of Christ. The first elementary grade was added in 1985, the first middle school grade in 1989, and the high school in 1999. Our first senior class graduated in May 2003. We are dually accredited by the National Christian School Association (NCSA) starting in 1994 and by AdvancED starting in 2012.

Staff Model

To accomplish the purpose statements of PPCS, the staff will strive to achieve and maintain Christ-Centered Excellence by being personal, professional, and purposeful in our daily work.





Declaration of Ethical and Moral Integrity

Pikes Peak Christian expects all its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students.

As an applicant for employment or for a volunteer position at *Pikes Peak Christian School*, and its ministries, I (print name) _____ recognize understand, and agree to live by the moral and ethical standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, 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 or lesbian sexual activity, transgender and/or gender identity, sexual harassment, use or viewing of pornographic material or websites, or 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 and ethical standards of Pikes Peak Christian School.

Applicant's Signature

Date

Administrator's Signature (after discussion with applicant)

Date



Consent for Background Check

APPLICANT PLEASE READ CAREFULLY AND COMPLETE THE FOLLOWING BEFORE SIGNING

Required by the State of Colorado for Childcare: "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

I. In connection with my employment and/or volunteer status, I understand that a criminal and civil background check will be requested that may include information from any criminal history, court records, driving and/or motor vehicle records, education or employment history or other background checks.

II. I acknowledge that a facsimile (FAX) or photographic copy of this Consent for Background Check shall be as valid as the original.

III. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, state agency, administrator or reference contacted by Pikes Peak Christian School, or its agent, to furnish any and all information or records it may have, and further to discuss with Pikes Peak Christian School, or any employee or agent on its behalf, any subject which may bear upon my fitness for employment with Pikes Peak Christian School. I further understand that failure to provide any of the information requested may prevent consideration of my application for employment or volunteering. This authorization shall continue in full force and effect until terminated by me in writing. Further, if I should become employed by/volunteer for Pikes Peak Christian School, this authorization shall continue for the duration of such employment/volunteer status.

IV. The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above-mentioned information or reports.

V. Should a CDL license be required during my employment, I authorize all previous employers listed on my application to disclose to Pikes Peak Christian School any positive drug test results, any refusal to test, and/or any evaluation or treatment records resulting from such test. I understand Pikes Peak Christian School is required to obtain this information under Federal Regulation 49 CFR Part 382.

Please print your full name _____

Please print all other names you have used _____

Date of Birth _____

Social Security Number _____

CONTINUED.....

Consent for Background Check

Home Address _____

City State Zip Code _____

List any states in which you have resided, in the last 7 years, including the date you left each state.

Volunteers NOT transporting students do not need to fill out the following section:

Driver's License Number _____ State Issuing License _____

Name as it appears on license _____

Have you been cited for any moving violations or accidents within the last 5 years? _____

If yes, please explain _____

Have you ever had any convictions for driving under the influence of drugs and/or alcohol? _____

If yes, please explain _____

Please check the position(s) for which you are applying:

Full/Part time employee _____ High School Coach _____ PALS Volunteer _____

Substitute (Preschool) _____ Middle School Coach _____ Tutor _____

Substitute (K-12) _____ Foreign Student Host _____ General Volunteer _____

Signature

Date

OFFICE USE ONLY

Form of Background Check:

PMM: Completed ___/___/___

TRAILS: Completed ___/___/___

CBI/FBI: Completed ___/___/___

Fingerprint: Completed ___/___/___

DMV: Completed ___/___/___



Confidentiality and Non-Disclosure Agreement

Any individual engaged as a volunteer, intern, contractor, or any other duly authorized individual providing services to Pikes Peak Christian School (PPCS), must preserve the confidentiality of PPCS employee and student records, other proprietary and confidential information, and may not use any of this information to benefit himself or herself or any entity, business, or person other than PPCS.

All medical, scoring, learning ability, and discipline information is classified as confidential no matter how that information is obtained (i.e. assisting a student, teacher, nurse, aide, or parent).

1. I agree to maintain the confidentiality of all student education records that I may generate or to which I may have been given access as an authorized volunteer. This means that I agree not to disclose any confidential information regarding any student to any person other than the school administrator(s) and teachers for whom I volunteer.
2. I also agree and acknowledge that, on PPCS' request or on termination of my services, I will promptly return to PPCS all its property, specifically including all documents, computer media, or other materials in my possession or under my control that contain ideas, processes, concepts or other proprietary or confidential information belonging to PPCS or its employees or students.
3. I agree to maintain the confidentiality of all students and staff in any regard. Accordingly, I agree and acknowledge that I will preserve the confidentiality of all proprietary and confidential information belonging to PPCS or its employees and students, including but not limited to employee personnel files or student records, both while I am providing services to PPCS and afterwards, and I will not take or misuse any confidential information at any time. I understand and agree that my failure to maintain the confidentiality of all student and staff information or proprietary information to which I may be given access may disqualify me from further services as a volunteer.

Name _____ Date _____

Signature _____