



# Substitute Teacher/ Non-Instructional Staff Application

## Personal Data

**Date:** \_\_\_\_\_  
**First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Length of time at this address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Social Security #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Church you are currently attending:** \_\_\_\_\_ **Are you a member? Yes No**  
**Name of your current pastor:** \_\_\_\_\_ **Church Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Education and Skills

**Education and specific training:** \_\_\_\_\_  
\_\_\_\_\_  
**Can you operate a computer? Yes No** If yes, please list the software with which you are familiar: \_\_\_\_\_  
\_\_\_\_\_  
**Do you have a CDL license with passenger approval? Yes No** If yes, what is the expiration date? \_\_\_\_\_

## Convictions

**Have you ever been convicted of a crime, not including minor traffic violations? Yes No**  
If yes, please provide information as follows: conviction(s), location(s), date(s), and disposition(s)  
\_\_\_\_\_  
\_\_\_\_\_

*This may be subject to verification.*

## Personal References

**Please provide two references not related to you:**

**Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Occupation:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Occupation:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

## Present or Last Employment

**School/Company Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Length of Employment:** \_\_\_\_\_ to \_\_\_\_\_ **Supervisor:** \_\_\_\_\_  
**Reason for leaving:** \_\_\_\_\_

# Christian Experience

Please answer each question (print) and attach to this form.

1. Are you a born-again Christian? **Yes No**
2. Give your personal testimony. Please include how and when you came to know the Lord as your personal Savior, your growth since accepting Him and your daily relationship with him.
3. The Christian servant is most effective when he/she models the Christian life. Please share what this means to you in your personal habits, values, recreation and all-compassing life style.

# Statement of Faith

Because the Bible does play such an important role in the life of North Raleigh Christian Academy, our position on the Bible and its teachings is very important. Being non-denominational does not mean we do not believe or teach anything specific. It does mean that denominational differences will not be emphasized at North Raleigh Christian Academy.

The general nature and object of North Raleigh Christian Academy shall be to conduct an institution or institutions of learning for the general education of youth in the essentials of culture and its arts and sciences, giving special emphasis to the Christian faith and the ethics revealed in the Holy Scriptures; prepare young people academically and spiritually to impact society; unqualifiedly affirming and teaching the divine inspiration of the entire Bible; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of all people by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save mankind from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.

# Church Attendance

## Membership in Good Standing: (Choose one of three)

God's Word is clear in Acts and Hebrews as to the importance of church membership and the benefits of being connected to a local body of believers with the body of Christ, the Church. We are the Bride of Christ and intimacy and fellowship are essential in fulfilling the will of God for our lives and those we serve.

Please complete one of the following:

1. I am an active member in "good standing" (attending at least weekly) at \_\_\_\_\_.  
My pastor is \_\_\_\_\_.
2. I am a member at \_\_\_\_\_, but I am actively attending (at least weekly) church at \_\_\_\_\_.  
The pastor is \_\_\_\_\_. I understand the expectation of the Board of Governors that all staff members are role models in the matter of church membership and that staff should be "active members in good standing of a local, evangelical church." This is defined by staff attending, at a minimum, weekly services of their church. Therefore, I must actively seek and find membership in a place of worship in a reasonable period of time. I understand that my respective principal or the superintendent will follow-up on my search for a church home.
3. I am a member at \_\_\_\_\_, but I am currently seeking a new church home and have been visiting at \_\_\_\_\_. The pastor is \_\_\_\_\_. I understand the expectation of the Board of Governors that all staff members are role models in the matter of church membership and that staff should be "active members in good standing of a local, evangelical church." This is defined by staff attending, at a minimum, weekly services of their church. Therefore, I must actively seek and find membership in a place of worship in a reasonable period of time. I understand that my respective principal or superintendent will follow-up on my search for a church home.

## Plan of Action:

If you chose number two or three above, please share your plan of action and timeline in finding a church home where you can serve as a "member in good standing."

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# Biblical Morality Lifestyle Statement

North Raleigh Christian Academy is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The biblical and philosophical goal of NRCA is to work with families who desire themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life. This involves the school's understanding and belief in what qualities exemplify moral and sexual purity based on its interpretation of Scripture.

NRCA stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians, who choose to enroll their children at NRCA, are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that NRCA will teach these principles and biblical values.

In addition, the Board of Governors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). NRCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. NRCA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at NRCA is contingent upon this same understanding and support by both the student and parents.

NRCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

NRCA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

**I have read the Biblical Morality Lifestyle Statement and I am in agreement with and support its contents.**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# NRCA Code of Conduct

As a substitute teacher or non-instructional staff member of North Raleigh Christian Academy, I shall do my utmost to represent the Academy family's interest in Kingdom education by adhering to the commitments that follow. Please affirm by checking each box.

- I will be committed to my responsibilities as assigned by the administration, realizing this is a God-given ministry and deserves my best attention, preparation, and energies (Col. 3:23).
- In everything, I shall seek primarily to bring honor and glory to God and to His Son, Jesus Christ (I Cor. 10:31).
- I will seek to be conformed to the express image of Christ in my attitudes, communications verbally and written, and interactions with my colleagues, parents, and students.
- I will be subject to the authority of the board and administration and wholeheartedly support all policies and procedures of the school in a positive and affirming fashion with my colleagues, parents, and students (Rom. 13:1).
- I will maintain my fellowship with God by regular prayer, study of the Bible, meditation, personal cleansing, and consistent fellowship with believers in a local church. I understand that it is my responsibility to be a member in good standing in a local ministry on a weekly basis. I will notify the superintendent or respective principal if at any point I am not engaged in a local ministry and the reasons why.
- I will seek to pray daily for the school, Board of Governors, superintendent, faculty and staff, parents, and students.
- I will govern my relationships and duties by the principle of love for one another (I Cor. 13, I Jn. 3:11).
- I shall fulfill my responsibilities with honesty and integrity.
- I will focus my efforts on the mission of the school and not on my personal goals and agenda.
- I will represent all school constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan groups.
- I will avoid any conflict of interest or the appearance of impropriety that could result from my position, and shall not use my position for personal gain or publicity, or that of friends.
- I will refer all concerns by chain of command to the appropriate individual.
- I will unqualifiedly affirm and teach the divine inspiration of the Bible only. I will integrate its principles in my daily walk and classroom.
  
- I will seek to prepare young people academically and spiritually to impact society.
- I will affirm and teach biblical creationism inclusive of the six literal days of creation and the creation of man and the world by the direct act of God.
- I acknowledge that I am a born again Christian who manifests by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (I Tim. 4:12) both in and out of school with my students, and as an example to parents and colleagues in judgment, respect, and Christian living.
- I will 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 arrives with fellow employees or the administration.
- I will faithfully seek to present the Gospel to my students and their families.
- I will, in good faith, affirm and carry out the provisions of the staff and parent-student handbooks.
- I will commit to promote NRCA in a positive light at all times to all constituents—staff, parents, and students.
- I will abstain from the use of tobacco, alcohol, illicit drugs, pornography, and the use of crude, slang, vulgar, and/or profane language (Col. 3:17, Titus 2:7-8, I Thess. 2:10, 5:18, 21-22, James 3:17-18).
- I will abstain from any promiscuity, homosexuality, or other deviant sexual behavior. I affirm the unique role of males and females as clearly define in Scripture. Such deviation from Scriptural standards is grounds for termination (Romans 1:24-32, 12:1-2, I Cor. 6:9-20, Ephesians 4:1-11, 5:3-5, I Thess. 4:3-8, I Tim. 4:12, II Tim. 2:19-22, I Peter 1:15-16, I John 3:1-3).
- I believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ. I believe in His identification as the Son of God.
- I believe in His vicarious atonement for sins by the shed blood on the Cross, the resurrection of His body from the tomb, Christ's power to save mankind from sin, the new birth through regeneration by the Holy Spirit, and the gift of eternal life by the grace of God.
- I believe in the Second Coming of the Lord Jesus Christ.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

*North Raleigh Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.*

## **Conditions to Applying**

In processing this application for some positions, North Raleigh Christian Academy may request consumer credit and police reports. By signing this application, I hereby authorize North Raleigh Christian Academy to obtain such reports and authorize any local, state or federal government agency to release any records requested by North Raleigh Christian Academy.

My signature certifies that the statements made on this application are correct and complete. I understand that any misleading or incorrect statement or omission may render my application void and, if I am employed, be cause for immediate dismissal.

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**Signature of Applicant**

**Date**



# NORTH RALEIGH CHRISTIAN ACADEMY

7300 Perry Creek Road • Raleigh, NC 27616 • (919) 573-7900 Office • (919) 573-7901 Fax • www.nrcaknights.com

## Authorization to Release Reference Information

I have made application for a position as Substitute Teacher/Non-Instructional Staff with North Raleigh Christian Academy. I have authorized the school to investigate references, work records, evaluation, education and other matters related to my suitability for employment.

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 North Raleigh Christian Academy, 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 certify that I have carefully read and do understand the above statements.

\_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Applicant Name (Print)**

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_ **Date**



# Substitute Teacher Information

Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

If you have children at NRCA, please list their name(s) and grade(s).

1. Name: \_\_\_\_\_ Grade: \_\_\_\_\_
2. Name: \_\_\_\_\_ Grade: \_\_\_\_\_
3. Name: \_\_\_\_\_ Grade: \_\_\_\_\_

## Grades/Subjects you will be willing to substitute:

\_\_\_\_\_ **Pre-K**

\_\_\_\_\_ **Lower Elementary (K-2)**    *and/or*    \_\_\_\_\_ **Upper Elementary (3-5)**

- Art                     Music                     P.E.  
 Spanish                 Computer

\_\_\_\_\_ **Middle School**

- Bible                     Foreign Language     Art                     P.E.  
 History                 Science                 Music  
 English                 Math                     Computer

\_\_\_\_\_ **High School**

- Bible                     Foreign Language     Art                     P.E.  
 History                 Science                 Music  
 English                 Math                     Computer

## Days/times you will be available to teach:

- \_\_\_\_\_ Monday            Time: \_\_\_\_\_  
 \_\_\_\_\_ Tuesday           Time: \_\_\_\_\_  
 \_\_\_\_\_ Wednesday        Time: \_\_\_\_\_  
 \_\_\_\_\_ Thursday           Time: \_\_\_\_\_  
 \_\_\_\_\_ Friday                Time: \_\_\_\_\_

- Available for cafeteria (9:00 am – 1:30 pm)            Yes\_\_\_\_ No\_\_\_\_  
 Available for aftercare (2:00 pm – 6:00 pm)            Yes\_\_\_\_ No\_\_\_\_  
 Available for library duty (3:30 pm – 5:15 pm)            Yes\_\_\_\_ No\_\_\_\_