



# Manhattan Christian School Substitute Teaching Application

**OFFICE**

8000 Churchill Rd  
Manhattan, MT 59741

**PHONE**

406-282-7261

**FAX**

406-282-7701

**EMAIL**

info@manhattanchristian.org

**WEB**

manhattanchristian.org

**TAX ID**

81-0252165

**PLEASE COMPLETE THIS FORM AND MAIL OR FAX IT TO THE SCHOOL**

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address (Please Print Clearly): \_\_\_\_\_

I prefer to be contacted via:  Cell during the Day/Evening/Anytime

Home during the Day/Evening/Anytime

Email during the Day/Evening/Anytime

I am applying for the following position: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

<b>EDUCATION</b>	<b>COURSE OF STUDY</b>
<b>High School</b> Name Location Year Graduated	
<b>College</b> Name Location Year Graduated	
<b>Post Graduate</b> Name Location Year Graduated	
<b>Other</b> Name Location Year Graduated	

<b>WORK EXPERIENCE</b>	<b>DUTIES AND RESPONSIBILITIES</b>
<b>Employer</b> Name Location Employment Dates	
<b>Employer</b> Name Location Employment Dates	
<b>Employer</b> Name Location Employment Dates	
<b>Other</b> Name Location Employment Dates	

<b>REFERENCES</b>	<b>BACKGROUND</b>
<b>Professional</b> Name Address Phone	Relationship Title Email Years of Association
<b>Professional</b> Name Address Phone	Relationship Title Email Years of Association
<b>Personal</b> Name Address Phone	Relationship Email Years of Association

Teaching Certificate: \_\_\_\_\_

(DESCRIPTION)

(STATE)

Teaching Preference (Subject Matter, Field or Grade): \_\_\_\_\_

Preference Regarding Days or Times: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS. USE THE SPACE PROVIDED OR ATTACH YOUR OWN DOCUMENT**

How would you describe your teaching style?

In a paragraph or two, please state what you feel are your greatest strengths as a teacher:

**PLEASE ANSWER THE FOLLOWING QUESTIONS. USE THE SPACE PROVIDED OR ATTACH YOUR OWN DOCUMENT**

In a paragraph or two, describe your own personal relationship with and commitment to the Lord Jesus Christ:

Explain how you would go about making your teaching distinctively Christian:

What is (are) the most important thing(s) that you would like students to take away from their interaction with you?

Please summarize any additional information that you would like to present regarding your candidacy for this position:

**AUTHORIZATION FOR EMPLOYMENT SCREENING**

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with MANHATTAN CHRISTIAN SCHOOL. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with MANHATTAN CHRISTIAN SCHOOL.**

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report.

**AUTHORIZATION**

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize MANHATTAN CHRISTIAN SCHOOL to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at MANHATTAN CHRISTIAN SCHOOL. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

\_\_\_\_\_  
Print Name (last, first, middle) Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY) Drivers License Number Drivers License State

Any other names I have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Previous Addresses (Last 7 Years):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that **Manhattan Christian School** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am release under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Manhattan Christian School** to thoroughly interview the primary references which I have listed, any secondary reverences 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 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 the school, 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 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 background check. 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 conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_