

# Conway Christian School Substitute/Volunteer Application



**Please return completed form to:**  
 Lower School Office  
 Conway Christian School  
 500 E. German Lane  
 Conway, AR 72032

Date \_\_\_\_\_  
 Grade Level Interest \_PreK \_Lower \_Upper  
 (Select ALL that apply)  
 Day(s) Available \_\_\_\_\_

**Personal Information:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_ Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Marital Status: Single\_\_\_\_ Married\_\_\_\_ Divorced\_\_\_\_ Name of Spouse \_\_\_\_\_  
 Children \_\_\_\_\_ School \_\_\_\_\_  
 Have you ever been convicted of any offense involving breach of trust, child abuse, moral turpitude or any felony?  
 Yes\_\_\_\_ No\_\_\_\_ If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 Have you ever been dismissed from a job? Yes\_\_\_\_ No\_\_\_\_ If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_

**Educational Preparation:**

Name	Years Completed	Degree Earned
College/University _____		
_____		
Other Schooling/Training _____		

Do you hold a valid Arkansas Teaching Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Certificate \_\_\_\_\_

**Employment Experience**

Employer	Position	Phone

**References**

Name	Email/Phone	Occupation

**Mission Statement:**

***Conway Christian School exists to partner with Christian families by offering a biblically-directed, college preparatory education focused on equipping students to serve and impact the world for Jesus Christ.***

I agree to, without reservation, the school’s Christian Community Statement and employee handbook regulations.

If applicable, please send an official transcript of college work, both undergraduate and graduate, to be filed with this application.

Based on the above information, I hereby apply for a substitute position with Conway Christian School. I certify that all of the information provided is correct and current.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employment Responsibilities:**

Upon arrival, please check-in with the appropriate office in order to receive any classroom materials, sign-in and/or receive any additional information regarding the day.

It is not only expected, but also required for you to arrive at least 5 minutes prior to the time requested to sub.

Though student behavioral correction may need implementation, we ask that the use of bribing (such as candy, gifts and/or other outside objects) not be utilized unless first instructed by the teacher.

**EQUAL EMPLOYMENT OPPORTUNITY**

IT IS AND SHALL BE THE POLICY AND PRACTICE OF CONWAY CHRISTIAN SCHOOL TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY FOR ALL QUALIFIED CANDIDATES AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE, DISABILITY, STATUS AS A COVERED VETERAN, OR GENETIC INFORMATION. AS NOTED IN THE PRIVATE RELIGIOUS ORGANIZATION DISCLOSURE, THE SCHOOL RESERVES THE RIGHT, AS ALLOWED BY LAW, TO USE RELIGION AS **AN EMPLOYMENT** CRITERION. CONWAY CHRISTIAN SCHOOL DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT OPPORTUNITIES OR PRACTICES ON THE BASIS OF RACE, COLOR, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE, DISABILITY, STATUS AS A COVERED VETERAN, OR GENETIC INFORMATION, AND EMPLOYMENT DECISIONS WILL BE BASED ON MERITS, QUALIFICATIONS, PERFORMANCES, AND ABILITIES WHICH SUPPORT THE PURPOSE AND CORE GOALS AND VALUES OF THE SCHOOL.

ANY EMPLOYEE WITH QUESTIONS OR CONCERNS ABOUT ANY TYPE OF PERCEIVED DISCRIMINATION IN THE WORKPLACE SHOULD PROMPTLY BRING THESE ISSUES TO THE ATTENTION OF THE SUPERVISOR, THE PRESIDENT OF THE SCHOOL, OR THE CHAIR OF THE BOARD OF TRUST. EMPLOYEES CAN RAISE CONCERNS AND MAKE REPORTS WITHOUT FEAR OF REPRISAL. ALL EMPLOYEES ARE RESPONSIBLE FOR COMPLYING WITH THE SCHOOL’S EQUAL EMPLOYMENT OPPORTUNITY POLICY. ANYONE FOUND TO BE ENGAGING IN THE TYPE OF UNLAWFUL DISCRIMINATION WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.

**AUTHORIZATION**

I have applied for a position as a substitute teaching position/volunteer with Conway Christian School. I authorize Conway Christian to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to Conway Christian any and all employment records, performance reviews, letters, reports and other information related to my life and employments, without giving me prior notice of such disclosure.

In addition, I hereby release Conway Christian 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 Conway Christian School.

I give my consent for the Arkansas State Police to conduct a criminal background check on myself and release any results to Conway Christian School and to let Conway Christian maintain my application and photo ID on file according to its Child Protection Policy.

I have carefully read and understand the aforementioned statements.

Applicant's Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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