

Dr. Jeff Hoogeveen
Administrator

Randolph Christian School
www.randolphchristian.org
office@randolphchristian.org



457 2nd Street
Randolph, WI 53956
(920) 326-3320

Dear Applicant:

Thank you for your interest in becoming a substitute teacher for Randolph Christian School. The requirements for becoming a substitute teacher are listed below:

- Copy of a **current** State Teaching Licensure, substitute license, OR college diploma from an accredited 4-year institution.
- Completed application, resume, and a written description of your personal relationship with Jesus Christ.

Your application will not be considered complete until the above requirements have been met. The school will conduct a background check on all applicants prior to employment at Randolph Christian School.

Completed applications can be emailed as a pdf to jhoogeveen@randolphchristian.org or sent to:

Randolph Christian School, Attn. Dr. Hoogeveen
457 2nd Street
Randolph, WI 53956

GENERAL INFORMATION

What is the first available date you can start? _____ Today's Date _____

In which grade levels are you willing to substitute? (Check all that apply) PK-4th _____ 5th-8th _____

Name: _____ Social Security # _____
Address: _____ Drivers License # and State: _____
City _____ State _____ Zip Code _____
Phone (w/ area code): _____
E-mail address: _____
Date of Birth _____
Place of Worship _____ City _____

	School Name and Location	From	To	Receive Diploma?	GPA	Major	Minor/Special Courses
High School							
College or University (Undergrad)							
College or University (Undergrad)							
Graduate School							

CERTIFICATION/LICENSES - Substitute teacher applicants must list their certificate information and attach a copy to this application. Note that a certification is not REQUIRED for to be considered as a substitute teacher.

State	Type	Endorsement	Certificate/Folder #	Issue Date	Expiration Date

EMPLOYMENT RECORD or TEACHING EXPERIENCE: Please record your employment history. . BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACK. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

PRESENT EMPLOYMENT:

Are you presently employed? ___YES ___NO If not, please explain:

1. Employer _____

Address _____ Phone _____ Email _____

Position/Assignment _____

Reason for Leaving: _____

From _____ To _____ Supervisor _____

May this employer be contacted as a reference: _____ If no, please explain why. _____

2. Employer _____

Address _____ Phone _____ Email _____

Position/Assignment _____

Reason for Leaving: _____

From _____ To _____ Supervisor _____

May this employer be contacted as a reference: _____ If no, please explain why. _____

3. Employer _____

Address _____ Phone _____ Email _____

Position/Assignment _____

Reason for Leaving: _____

From _____ To _____ Supervisor _____

May this employer be contacted as a reference: _____ If no, please explain why. _____

REFERENCES - Please provide three references from whom we could solicit verbal or written words of recommendation. Provide names, relationship, email address, and telephone numbers. Include your pastor and two professional associates.

<u>Name</u>	<u>Relationship</u>	<u>Email</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant's Certification and Agreement

I understand that **Randolph Christian School** does not discriminate in its employment practices against any person because of national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired, may subject me to immediate dismissal

I authorize **Randolph Christian School** to inquire about my work and personal history, and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by **Randolph Christian School** such as employment records, performance reviews, and personal references. I release any person, organization or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally review any references given to **Randolph Christian School**.

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

Signature _____ **Date** _____

Printed Legal Name: _____

These are the items we are requesting with your application

1. Complete this application and submit your resume.
2. On a separate piece of paper, describe your personal relationship to Jesus Christ and how that relationship has shaped you.