



(301)262.0158
7210 Race Track Road
Bowie, MD 20715
gcsbowie.org

Substitute Application

Position sought: _____ Date: _____

Personal Information

Name (last- maiden, middle, first): _____

Present address: _____

Permanent address (if different): _____

Phone number: (H) _____ (C) _____ (W) _____

Email: _____

Male: ____ Female: ____ Date of Birth: ____ Place of Birth: ____ U.S. Citizen: Y/N

Social Security Number: ----- _____

Marital Status: Single ____ Married ____ Widowed ____ Divorced ____

Name of spouse (if applicable): _____

Name and ages of children (if applicable): _____

Present church membership (name and denomination): _____

Current responsibilities at the church: _____

Previous experience in church and/or other ministries other than Christian School: _____

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Have you ever been convicted of or plead guilty to a crime? No____ Yes____ (If yes, explain on a different sheet)

Have you ever been accused of child abuse? No____ Yes____ (If yes, explain on a different sheet)

Have you completed a background check? No____ Yes____ (If yes, what was the date of the check _____)

All applicants will be required to undergo a background check as part of the hiring process.

Education Background

School	Address	Degree/ Hours Completed	From (mo/yr) to (mo/yr)

- Please complete for all undergraduate and graduate work. Continue on another sheet if necessary.
- Please have each institution above send all records to the main office.

List any academic honors, offices held, and extracurricular activities: _____

Employer Background

Employer	Address	Position	From (mo/yr) to (mo/yr)

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Spiritual and Philosophical Information

Please answer the following questions using Scriptural reference when applicable. Use additional sheets if necessary.

1. How do you know that you are a Christian?
2. Explain your baptism (type, name and denomination of baptizing church).
3. Why do you want to work at Grace Christian School?

References

Pastor reference name: _____

Pastor phone: _____ Pastor email: _____

Professional reference name: _____

Prof. reference phone: _____ Prof. reference email: _____



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Substitute Specific Information

If you substitute for any Grace Christian School teacher, you must complete the required federal and state tax information before a payroll check can be processed for you. These forms are in the sub folder in the school office in which you sign in and out for the day, or available through our main office, contact office@gcsbowie.org for more information.

Hours: 7:30-3:30

Compensation: \$18/ hour

Please circle days available for substituting: Monday, Tuesday, Wednesday, Thursday, Friday

Please indicate the grade levels (K-8) and subjects you are willing to substitute for:

- ☐ Grade K-5 all subjects.
- ☐ Specials: Art, Music, Library, Spanish, Technology, and P.E.
- ☐ Grades 6-8: Math, Language Arts, Science, History, Spanish, Technology, Bible.

Applicant's Statement

I verify that the information in this application is true and complete to the best of my knowledge. I authorize any references or churches listed in this application to submit to Grace Christian School any and all information that they may have regarding my character and fitness for working with children and regarding my personal and employment history or other related matters as may be necessary in arriving at any employment decision. I have read and agree with the doctrinal statement of faith on the school's website and agree to exercise my professional responsibilities in accordance with these beliefs.

Applicant Signature: _____ **Date:** _____

Application checklist:

- _____ Cover letter stating the position being applied for.
- _____ Updated resume.
- _____ Transcripts mailed to the main office.
- _____ GCS screening form.
- _____ Completed staff application.