



Where Faith and Learning Connect

(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

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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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: \$17/ 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.

Applicant Signature: _____ **Date:** _____

Application checklist:

- _____ Cover letter indicating position sought.
- _____ Updated resume.
- _____ Completed substitute application form.
- _____ Completed employee screening form.
- _____ Sealed transcripts from all educational institutions mailed to 7210 Race Track Road Bowie, MD 20715