



# SUBSTITUTE APPLICATION FORM

③ COPIES OF TRANSCRIPTS MUST ACCOMPANY APPLICATION FOR FILE TO BE COMPLETE ③

Please complete in ink or typewritten form. All information will be held in confidence.

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

Soc. Sec.# \_\_\_\_\_

Full Name \_\_\_\_\_  male  female

Present Address \_\_\_\_\_  
(In pencil)                      Number                                      Street                                      Telephone

\_\_\_\_\_ City                                      State                                      Zip

Permanent Address \_\_\_\_\_  
(If different)                      Number                                      Street                                      Telephone

\_\_\_\_\_ City                                      State                                      Zip code

State and Driver's License Number: \_\_\_\_\_ What is your driving record? List offenses, if any:

Have you ever been arrested or convicted of any crime other than a minor traffic violation?  
If so, please explain.  No  Yes

## ACADEMIC PREPARATION:

| Name of School | Address | Yrs. Attended | Degree/Majors |
|----------------|---------|---------------|---------------|
|----------------|---------|---------------|---------------|

Secondary \_\_\_\_\_

College \_\_\_\_\_

College \_\_\_\_\_

Graduate/Other \_\_\_\_\_

Teacher Certification?  Yes  No

Type of Certification (if applicable): \_\_\_\_\_

## WORK (Please indicate most current employer by listing first)

| Employer and Address | Position | From-To-Date(s) | Reason Left |
|----------------------|----------|-----------------|-------------|
|----------------------|----------|-----------------|-------------|

## HONORS

Academic and Athletic Honors, Extra-curricular Activities, Offices held:



**SPIRITUAL PREPARATION:**

State briefly your personal relationship with God:

**EDUCATION THAT IS CHRISTIAN:**

What do you consider to be the distinctive characteristics of a Christian school? State your philosophy of Christian Education.



## STATEMENT OF BELIEFS

1. We believe there is one, and only one, living and true God. He reveals Himself to us as Father, Son, and Holy Spirit. We owe to God our highest love, reverence, and obedience.
2. We believe the Holy Bible is the divinely inspired record of God's revelation of Himself to man. It contains absolute truth and is the perfect standard by which all knowledge and conduct should be measured.
3. We believe salvation is offered freely to all who accept Jesus Christ as their personal Lord and Savior. Salvation cannot be earned; rather, it is a gift of grace. It is given to all who repent of their sins, place their faith in Jesus, and surrender to Him as Lord.
4. We believe the fear of the Lord is the beginning of wisdom. In Christian education, there should be a proper balance between academic freedom and academic responsibility.

Have you read and agree with the Statement of Beliefs of The Brook Hill School?\_\_\_\_\_

*(If there are areas of disagreement with our beliefs, state which areas and explain your position, using a separate sheet.)*

Are there any areas of beliefs on which you have not formed an opinion?\_\_\_\_\_ If so, which ones?

## RELEASE FROM LIABILITY STATEMENT

I give The Brook Hill School permission to make a thorough investigation of my entire work history and to verify all data given in my application for employment, related papers, and oral interviews. I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation, may prevent my being hired, or if hired, may subject me to immediate dismissal.

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Applicant's signature

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Date



# THE BROOK HILL SCHOOL

## Comprehensive Background Investigation for Employment Purposes

NAME: \_\_\_\_\_  
Last Name First Name Middle Name

OTHER NAMES: \_\_\_\_\_ NAME ON LICENSE: \_\_\_\_\_  
(aliases, nicknames, maiden, etc.)

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME (ANY crime, misdemeanor and/or felony)? YES NO

If YES, please explain: \_\_\_\_\_

### PREVIOUS HOME ADDRESSES FOR THE LAST 7 YEARS, BEGINNING WITH CURRENT ADDRESS

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_  
Street Address City State & Zip County From To

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Street Address City State & Zip County From To

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Street Address City State & Zip County From To

In connection with my application for employment, I understand that an investigative consumer report will be requested by **Integrity Staffing Solutions, Inc.** that will include information (at a minimum) as to my criminal record, sex offender status, SSN authenticity, driver's license authenticity, address history, and work references (e.g., character, work habits, performance, and experience, along with dates, title, duties, and reasons for termination of past employment). I understand that as directed by policy and consistent with the job described, additional information from public and private sources about my motor vehicle driving records, civil court records, education, credentials, and credit may be reviewed. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of credit information obtained by my prospective employer from a consumer-reporting agency. If so, I will be notified and given the name and address of the agency or source that provided the information. I acknowledge that a facsimile (FAX) or photographic copy of this form shall be as valid as the original. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, or reference contacted by Integrity Staffing Solutions, Inc., or its agent, to furnish the information described above. I hereby release Integrity Staffing Solutions, Inc., and their agents and all persons, agencies, and entities providing information or reports about me from any and all liabilities arising out of the request for or release of the above mentioned information or reports. The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. Date of birth information is for consumer reports purposes only. I pledge that the data supplied above is true and accurate.

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

\_\_\_\_\_  
Date