



AN ACCREDITED CHRISTIAN SCHOOL  
PK – 12<sup>TH</sup>

5100 Blue Hole Road  
Antioch, Tennessee 37013  
615-331-6286 615-331-2491 (fax)

## Lighthouse Christian School

### SUBSTITUTE TEACHER APPLICATION

“Let your light so shine before men that they may see your good works  
and glorify your Father which is in heaven.” Matthew 5:16

Date of Application \_\_\_\_\_

#### Contact Information

Full Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Number & Street City & State Zip

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Marital Status:  Married  Single  Divorced  Separated  Widow(er)

#### Position Information

- On what date would you be available to start work? \_\_\_\_\_
- Are you currently employed?  Yes  No
- If yes, may we contact your employer?  Yes  No  
Contact name and number: \_\_\_\_\_
- What is your present position? \_\_\_\_\_

Are you willing to substitute for all grade levels:  Yes  No

If not, for what grade levels will you substitute? \_\_\_\_\_

Are you available every day?  Yes  No

If not, what days are you available? \_\_\_\_\_

What is the best number for teachers to reach you? \_\_\_\_\_

Why do you wish to substitute at LCS?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other interests, hobbies, or special skills.

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**Professional Qualifications**

Name of High School: \_\_\_\_\_ Location: \_\_\_\_\_

College, University or Professional School

Institution	Location	Dates Attended	Major/Minor	Degree Date Received	Cum. GPA

Sequentially list your substitute teaching experiences, beginning with the most recent. If you need additional space, please continue on a separate sheet of paper.

School	Location	Grade	Subject	From Date	To Date

Please list any professional organization memberships, or other special mentoring, professional conference speaking and/or leadership experience:

Description	Location	Date

Describe your background and use of technology: \_\_\_\_\_

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**Personal Information**

- Have you ever filed an application with us before?  Yes  No
- Have you ever been suspended without pay, dismissed from employment or resigned while an investigation was in progress for possible disciplinary action?  Yes  No

If yes, where and when? \_\_\_\_\_

- Have you ever been convicted of, had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you?  Yes  No

If yes, please explain below or on a separate sheet and attach to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Christian Background**

- Briefly describe your salvation experience and current spiritual walk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?

Yes  No Signature: \_\_\_\_\_

- Please carefully read the State of Faith and indicate your support. (Page 5 & 6)

I fully support the Statement as written without reservations.

Signature: \_\_\_\_\_

- Please carefully read the attached Job Description. (Page 7)

- fully support the Job Description as written without reservations.

Signature: \_\_\_\_\_

- Name and address of church you attend: \_\_\_\_\_

- Are you a member?  Yes  No Number of years? \_\_\_\_\_

Pastor's Name \_\_\_\_\_

- What church activities and/or service are you involved in and with what degree of regularity?

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**References**

List at least three references that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Complete Address	Phone (w/ area code)	P/S

**Sexual Misconduct/Child Abuse Statement**

To properly protect our children, all those serving in ministry capacities involving children/youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, abuse, assault, lewdness, or sex offenses of any nature?      Yes      No

If yes, please explain the nature of the accusation, charge or conviction.

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I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LIGHTHOUSE CHRISTIAN SCHOOL

## Mission Statement

Lighthouse Christian School exists to glorify God by offering a Christ-centered, quality education that assists parents in training their children to be disciples of Jesus Christ.

## Our Philosophy in Summary

There is final, absolute truth, which as a unit centers in the creator God.

This truth is revealed in the Bible and is personified in Jesus Christ, the Eternal Son of God.

Christian education is a Christ-centered, biblically-integrated process of developing spiritually, mentally, physically, and intellectually mature young people.

The ultimate aim of life is not adjustment to the society but conformity to Christ.

The objective is achieved by a disciplined life of sacrificial service, patterned after Him who pleased not Himself.

## Statement of Faith

We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.

We believe that salvation is by grace, through faith in Jesus Christ. The conditions to salvation are repentance and faith.

We believe that men and women are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.

We believe in the visible, personal, and imminent return of Jesus Christ.

## Non-Discriminatory Policy

LCS does not discriminate on the basis of race, color, National or ethnic origin, sex, age, or handicap in administration of its educational policies, or athletic and other school program.

I support the above mission statement, philosophy, and agree with the doctrinal statement of Lighthouse Christian School.

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Applicant Signature

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Date

# Lighthouse Christian School

## Job Description

**Job Title:** Substitute Teacher

**Reports to:** Principal

1. Be on time and prepared for all classes.
2. Provide proper supervision for all classes.
3. Conduct oneself in a professional and Christ-like manner.
4. Carry out the teacher's instructions.
5. Ensure that class time is productive and that students are managed well.
6. Keep accurate attendance.
7. Keep the room clean.
8. Communicate any behavior problems to the teacher.

### **DRESS CODE:**

ALL SUBSTITUTES SHOULD MAINTAIN A CLEAN AND PROFESSIONAL LOOK AT ALL TIMES. **The goal of each substitute member should be to exceed the dress standards set for the students.** Any style of approved clothing that the administration deems unprofessional or "dumpy" will not be allowed.

#### **A. Female Staff**

1. Shirts
  - a. When a blouse is worn, it must be long enough so that no stomach shows when your arms are raised. No tank tops.
  - b. Tailored blouses and tops that go with a pantsuit may be untucked. **Polo style and oxford style shirts must be tucked in.**
  - c. Nice shirts without a collar are acceptable if they do not resemble a t-shirt. They can be worn with a skirt or under a jumper.
  - d. Cardigans or sweaters may be worn with shirts.
  - e. Sweater shirts are acceptable.
2. Pants
  - a. You may wear pantsuits or dress pants any day of the week. Pants should be made of wool, twill, cotton, or rayon. No stirrup pants, knit pants, or denim pants are acceptable.
  - b. Pants should have a nice fit.
  - c. No crop/capri pants.
3. Skirts/Dresses
  - a. If a skirt has a slit in the back or side, the slit must not be higher than the knee.
  - b. Length of skirts and dresses must be to the top of the knee when sitting or standing.
  - c. No skorts or split skirts will be permitted.
  - d. No sundresses.
  - e. No denim skirts or dresses except on Friday.
  - f.

## **DRESS CODE CONT'D**

4. Shorts
  - a. Shorts are only acceptable when approved through the administration for a specific activity. All shorts must be to the top of the knee.
  
5. Shoes
  - a. No athletic tennis shoes except on Fridays unless approved by the administration for medical reasons.
  - b. Casual tennis shoes (like Keds) are acceptable.
  - c. No socks may be worn with sandals.
  - d. No flip-flops.
  
6. No tongue piercing, body piercing, or tattoos of any kind are permitted while employed at Lighthouse Christian School. For male staff this includes earrings. If a staff member has an existing tattoo, it must remain covered at all times.