



**Application for Substitute Teacher**  
*(please attach a resume)*

Full name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Email \_\_\_\_\_

SSN \_\_\_\_\_ Citizenship \_\_\_\_\_ Place of Birth \_\_\_\_\_

Are you authorized to legally work in the United States? Yes \_\_\_ No \_\_\_

Except for minor traffic violations, were you ever convicted of any violation of the law that has not been expunged by a court of law?  
\_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever been convicted for any offense involving sexual misconduct or moral turpitude?  
\_\_\_\_\_ If yes, please attach a complete explanation.

Days Available: M T W TH F (Circle)

Grade/Subject area preferred \_\_\_\_\_

Would you be willing to substitute in other grades/subject areas if necessary? Yes No

**Education and Training**  
(Please list high school & college)

Name of School	City and State	Degree/Major	Dates
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Record of Employment**

(Begin with the most recent)

Name of Employer                      City and State                      Position                      Dates

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Please list experience with children: \_\_\_\_\_

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**References**

Please list three references capable of judging your ability to perform the kind of work for which you have applied (no family members).

Name of Reference              School/Company              Position              Address              Telephone

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## **Additional Questions**

1. Briefly describe your Christian faith and experience.

2. If you were asked by a student to explain how one becomes a Christian, how would you respond?

## NOTICE TO SUBSTITUTES REGARDING BACKGROUND INVESTIGATION

I understand that a background screening report and/or an investigative reference check that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my employment may be obtained in connection with my application to work for HERITAGE ACADEMY, 333 Greene Street, Augusta, GA 30901.

I understand that, if I am approved for employment by HERITAGE ACADEMY, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of HERITAGE ACADEMY, such may be necessary.

I hereby release and discharge to the extent permitted by law, HERITAGE ACADEMY, its employees, any individual or agency obtaining information for HERITAGE ACADEMY, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

By signing below, I, \_\_\_\_\_, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

I understand that I have specific prescribed rights as a consumer under the Fair Credit Reporting Act and may have additional rights under relevant state laws. I hereby certify that I have read the Summary of Rights under the Fair Credit Reporting Act located at <http://www.ftc.gov/bcp/online/pubs/credit/fcrasummary.pdf>.

## AUTHORIZATION

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
**(For ID Purposes Only)**

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Driver's License State

Other names I have been known by (maiden name): \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses (Last 10 Years) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to:** Beth Westergreen, Heritage Academy, 333 Greene Street, Augusta GA 30901  
**Please include \$25 for the processing fee. Checks can be made out to Heritage Academy.**