# Brookfield
## CHRISTIAN SCHOOL

## APPLICATION FOR SUBSTITUTE TEACHING

This form must be filled out **COMPLETELY.**  All information will be kept confidential.
We consider applicants for all positions without regard to race, color, gender, national origin, age, non-disqualifying disability, marital or veteran status.

## PERSONAL INFORMATION

Name: _____ Phone: _____

         Last                     First                     M.I.

Address: _____

         Street                          City                State           Zip

Email address: _____

Check All That Apply:
_____Substitute Prek – 5$^{th}$ Grade     _____Substitute 6$^{th}$-8$^{th}$ (Middle School)    _____ Substitute Prek – 8$^{th}$

How did you learn about Brookfield Christian School?_____

## EDUCATION AND PROFESSIONAL TRAINING

| List High Schools, Colleges, Universities Attended (most recent FIRST) | Location | Degrees Received | Date Received | Majors | Minors |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Are you presently working toward a higher degree? _____ Degree and date expected: _____

From what educational institution? _____

## WORK EXPERIENCE IN EDUCATION

| Name of Institution | Position | Dates From-To | CSI School? | Reason for Leaving | Annual Salary |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**OTHER WORK EXPERIENCE**

| Name of Company | Position | Dates | Reasons for Leaving |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

**QUALIFICATIONS:**
**Please list any qualifications, skills, and abilities you have that will help you succeed in this position.**

Church of Attendance:_____

List two professional (P) references and one character (C) reference.

**Name**                                                    **Position**            **Daytime Phone Number**                    **Email Address**

(P) _____

(P) _____

(C)_____

**MISCELLANEOUS INFORMATION**

- Is additional information relative to a different name necessary to check work record?  ❏ YES  ❏ NO
  If yes, please explain:

- Do you have the legal right to work in the U.S.?  ❏ YES  ❏NO

- Have you ever plead "no contest" or "guilty" to or been convicted of a crime other than a routine traffic offense?  ❏ YES ❏ NO
  If yes, when, where, and nature of offense?

- Are there any felony charges pending against you?  ❏ YES ❏ NO
  If yes, please explain:

- Have you ever been fired                                ❏ YES ❏ NO
  dismissed                                                     ❏ YES ❏ NO
  asked to resign by mutual agreement          ❏ YES ❏ NO
  otherwise terminated                                    ❏ YES ❏ NO
  refused re-employment                                ❏ YES ❏ NO

- Are you able to do the essential functions of the job(s) for which you are applying?  ❏ YES ❏ NO
  If not, please explain:

**APPLICANT DISCLOSURE AFFIDAVIT**

Brookfield Christian School screens prospective employees and volunteers to evaluate whether an applicant poses a risk of harm to the children and youth it serves.  This may also include a social media background check.  Information obtained is not an automatic bar to employment but is considered in view of all relevant circumstances.  This disclosure is required to be completed by applicants for positions in order to be considered.  Any falsification, misrepresentation, or incompleteness in this disclosure alone is grounds for disqualification or termination.

**APPLICANT** _____

*Please print complete name*

The undersigned applicant affirms that <u>I HAVE NOT AT ANYTIME</u> (whether as an adult or juvenile):

**Yes**    **No**    *(Initial yes or no and provide brief explanation for a yes answer)*

❑    ❑    been convicted of
❑    ❑    pleaded guilty to (whether or not resulting in a conviction)
❑    ❑    pleaded no contest to
❑    ❑    admitted to
❑    ❑    had any judgment or order rendered against me (whether by default or otherwise) for
❑    ❑    entered into any settlement of an action or claim of
❑    ❑    had any license, certificate, or employment suspended, revoked, terminated or adversely affected because of _____
❑    ❑    been diagnosed as having or been treated for any mental or emotional condition arising from
❑    ❑    resigned under threat of termination of employment or volunteer work for any allegation, any conduct, matter, or thing (irrespective of the formal name thereof) constituting of involving (whether under criminal or civil law of any jurisdiction):

        **Yes**    **No**    *(Initial yes or no and provide brief explanation for a yes answer)*

        ❑    ❑    any felony
        ❑    ❑    rape or other sexual assault
        ❑    ❑    drug/alcohol-related offenses
        ❑    ❑    abuse of a minor or child, whether physical or sexual incest
        ❑    ❑    kidnapping, false imprisonment, or abduction
        ❑    ❑    sexual exploitation of a minor
        ❑    ❑    sexual conduct with a minor
        ❑    ❑    sexual harassment
        ❑    ❑    annoying/molesting a child
        ❑    ❑    lewdness and/or indecent exposure
        ❑    ❑    lewd and lascivious behavior
        ❑    ❑    obscene literature
        ❑    ❑    assault, battery, or other offense involving a minor

Return completed application to:

Email: HR@brookfieldchristian.org

-OR-

Fax: 262-782-0551

-OR-

Mail: Brookfield Christian School
14155 W. Burleigh Rd.
Brookfield, WI  53005

*Before final consideration for employment, it is applicant's responsibility to provide transcripts of college credit, placement references and evidence of certification as required for the position for which you are applying*