



APPLICATION FOR SUBSTITUTES

SUBSTITUTE APPLICATION & PERSONAL INFORMATION

Please complete this application if you are interested in being a substitute for WCCA.

Personal Information

Applicant's Name: _____
First Middle Last Suffix

Preferred Name: _____ Gender: ☐ Male ☐ Female

Date of Birth (MM/DD/YYYY): _____ Social Security Number: _____ - _____ - _____

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Primary E-Mail: _____

Educational Information

Please list all levels of education you have earned.

School/College/University	Degree(s)

Church/Community Involvement

Please list any roles in church or community organizations where you have served or are currently serving.

Church/Organization	Role

Questions

Do you have any previous classroom experience? ☐ YES ☐ NO

As substitute positions arise, do you have any preferred grade levels? ☐ K-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ ANY/ALL ☺

Do you have any grade levels you would rather be excluded from? ☐ K-2 ☐ 3-5 ☐ 6-8 ☐ 9-12 ☐ NONE ☺

Personal Testimony

Give a brief account of your Christian conversion/testimony.

Personal References

Name	Relationship	Phone	E-mail

Personal Statement

I subscribe and agree without reservation to the **WCCA Statement of Faith**.

I understand that once my application is accepted, I will be subject to a level 2 background screening.

Applicant Name: _____ Date: _____

Applicant Signature: _____ Date: _____

General Substitute Responsibilities

Elementary Classrooms

- School day is from 7:30am-3:00pm.
- Follow the plans left by the teacher to the best of your ability.
- Bring order and structure to the classroom and keep the students on the desired tasks.
- Follow the class schedule to the best of your ability.
- Notify the school office with any issues, questions, or concerns.
- Collect any work that is turned in and keep it organized for the teacher when they return.

Middle/High Classrooms

- School day is from 7:30am-3:00pm.
- Cover the class for the five designated periods and you will have one free planning period.
- Follow the plans left by the teacher to the best of your ability.
- Bring order and structure to the classroom and keep the students on the desired tasks.
- Notify the school office with any issues, questions, or concerns.
- Collect any work that is turned in and keep it organized for the teacher when they return.

Dress Code

Acceptable - Male Attire

- Collared shirts, such as polo style, oxford style or dress shirts
- Full-length dress pants or khakis or jeans with no rips or tears

Not Acceptable - Male Attire

- T-shirts or Sweatshirts
- Casual Sandals or Flip-flops

Acceptable - Female Attire

- Dresses/jumpers
- Pants/Slacks/Capri pants that are mid-calf or longer
- Clothing should convey a professional image by being modest and appropriate for a business setting
- Jeans with no rips or tears

Not Acceptable - Female Attire

- Leggings pants
- Spaghetti -strap dress/top
- Low cut/tight/revealing clothing/exposed cleavage
- Any clothes that are too tight, too short, or too revealing are not appropriate for the workplace

The administration may approve variations in the dress code for special situations such as field day, spirit day, workday, etc. and for those individuals whose responsibilities may require an alternate form of dress, such as but not limited to physical education teachers. The administration may also approve variations in the dress code due to medical conditions as approved by a physician. Shorts may only be worn in the physical education classroom and must be no shorter than four inches from the top of the kneecap. Professional dress is always required in the classroom.

Faculty and Staff may wear properly fitting jeans (no rips or tears), school spirit shirt, and proper shoes on Fridays.

STATEMENT OF FAITH

WHAT WE BELIEVE



We believe...

- We believe the Bible to be inspired, the only infallible authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 29:19; John 10:30).
- We believe in the deity Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and lost; they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).