



NON INSTRUCTIONAL & SUBSTITUTE TEACHING APPLICANT PROCEDURES

Thank you for your interest in Brevard Christian School. Please read the following instructions carefully. Complete your employment application and return the signed original to the school office. Complete and sign Section A on the appropriate side of the reference forms and send them to persons providing references. Completed applications will remain active for one year. Falsification of information or failure to fully disclose information may result in rejection of the application or dismissal if you become employed.

PLEASE PRINT IN BLUE INK OR TYPE!

Your application package is complete when all of the following original items are received in the School Office: ***(faxed copies are not acceptable)***:

- Completed original Employment Application
- Verification of High School Diploma (if applicable), or
- Complete Official Transcript(s) of all college credits
- Signed original references - a minimum of three work-related references are required. A reference from your most recent employment will be required. Additional references may be required by Brevard Christian School. Acceptable references are from principals, supervisors, and managers.

When a position is advertised for which you are qualified, contact the administrator directly for further information about the position. The administrator reviews the applicant files and schedules interviews for selected candidates.

Upon nomination for employment, prerequisites will include the following which the applicant is responsible for all related fees:

- Drug screen test
- Fingerprints must be done at the West Melbourne Police Department
Hours: Tuesday and Thursday 10:30am-3:30pm.
- FDLE background screening

A DRUG-FREE WORKPLACE AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Brevard Christian School not to discriminate against employees or applicants on the basis of race, color, gender, national origin, marital status, age, or disability.



APPLICATION FOR NON INSTRUCTIONAL & SUBTITUTE TEACHING EMPLOYMENT

Personal Information

Applicant's Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	MI
Application Date	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Home Telephone:	(<input type="text"/>) <input type="text"/>	Cellular: (<input type="text"/>) <input type="text"/>	
E Mail Address	<input type="text"/>		
Social Security Number	<input type="text"/>		
Origin	<input type="text"/> U.S. Citizen <input type="checkbox"/> yes <input type="checkbox"/> no If no, citizen of <input type="text"/>		
Church Affiliation	<input type="text"/>		
Have you ever been arrested or convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain <input type="text"/>		

Reason for Application

Why do you wish to join the ministry Brevard Christian School?

General Health

Health Condition Do you have any physical limitations which would keep you from performing the essential job functions?

Do you: Smoke? Yes No Drink? Yes No Use Drugs? Yes No

If yes to any of the above, please explain

Education

Highest Degree Held	<input type="text"/>
Subject/Fields	<input type="text"/>

Past Employment History (Please list most recent experience first)

From	<input type="text"/>	To	<input type="text"/>	Employer	<input type="text"/>
Position	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Supervisor's Name	<input type="text"/>	Telephone No.	<input type="text"/>		
Total Months/Years Experience	<input type="text"/>	<input type="text"/>	Salary	<input type="text"/>	
Reason for Leaving	<input type="text"/>				
From	<input type="text"/>	To	<input type="text"/>	Employer	<input type="text"/>
Position	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
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- NON INSTRUCTIONAL APPLICANT REFERENCE FORM
- SUBSTITUTE APPLICANT REFERENCE FORM

SECTION A – NOTE: Applicant completes section A, Reference completes SECTION B and C

APPLICANT'S NAME _____
 I have applied for an instructional teaching position with Brevard Christian School in the following area(s):
 List the positions for which you want to be considered _____
 I authorize you to provide the information regarding suitability for employment. Applicant Signature _____

SECTION B

NOTE: Since the employment process cannot be completed until references are on file, the applicant and Human Resources Department would appreciate it if you would complete this reference form and return it to Brevard Christian School as soon as possible. You may fax it to 321.729.4212 or mail to 1100 West Dorchester Ave. West Melbourne, FL 32904.

NAME OF REFERENCE _____ PHONE () _____ EXT. _____
 ADDRESS _____ ZIP CODE _____
 NAME OF SCHOOL, BUSINESS OR AGENCY - _____ TITLE _____
 In what capacity have you known the applicant? _____
 Position _____ Dates of Employment _____
 Reason for leaving? _____
 Would you employ this person in a position such as the one they are applying? Yes No
 If this person were a former employee, would you rehire? Yes No If no, why? _____
 Comments _____

SECTION C

DIRECTIONS: Please consider this applicant in relationship to the following dimensions which have been identified as common characteristics of effective educators. Please indicate your rating by checking the appropriate box using the following scale.

5 = Extremely competent/professional	3 = Competent/professional	1 = Much less than competent/professional
4 = Very competent/professional	2 = Less than competent/professional	0 = No basis for judgment

COMMUNICATION SKILLS	Able to communicate effectively with others.	5 4 3 2 1 0
ATTITUDE	Performs work in a positive and cooperative manner. Takes pride in quantity and quality of work.	5 4 3 2 1 0
DECISIVENESS/JUDGMENT	Acts and make decisions based on factual information and common sense.	5 4 3 2 1 0
INITIATIVE	Self starting; originates action.	5 4 3 2 1 0
TOLERANCE FOR STRESS	Demonstrates stability of performance under pressure and/or opposition.	5 4 3 2 1 0
ADAPTABILITY/COOPERATION	Adapts to varying work situations and responsibilities. Relates well with others	5 4 3 2 1 0
PLANNING/ORGANIZING	Identifies objectives, designs and implements a plan of action.	5 4 3 2 1 0
ATTENTION TO DETAIL	Has the ability to complete tasks with own sense of detail.	5 4 3 2 1 0
ATTENDANCE/PUNCTUALITY	Punctual and maintains good attendance.	5 4 3 2 1 0

SIGNATURE OF REFERENCE _____ TITLE _____ DATE _____



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