

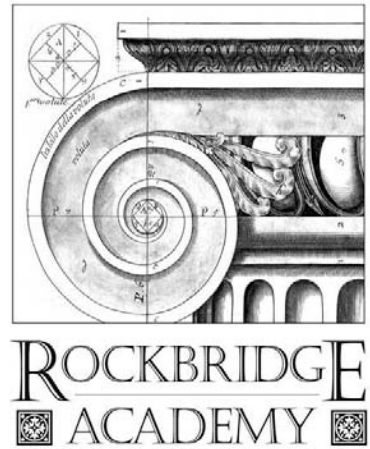
Rockbridge Academy

Millersville, Maryland
Main office: 410.923.1171

Substitute Teacher Employment Application

Send to: Michael J. McKenna, Headmaster
Rockbridge Academy
911 Generals Hwy.
Millersville, MD 21108

Applicant: Please complete this form and include a separate sheet for answers to the personal response questions.



*Bringing every thought into
captivity to the obedience of
Christ. II Cor. 10:5.*

I. PERSONAL DATA

A. Name _____ Tel. (h) _____
Address _____ Tel. (c) _____
_____ Email _____
_____ Appl. Date _____
City _____ State _____ Zip _____ Date Avail. _____

B. Date of Birth _____

C. Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Remarried

D. Church attendance _____

E. Have you read the entire Bible? ☐ Yes ☐ No (If No, please list the portions you have not read.)

F. The general state of your health is ☐ Excellent ☐ Good ☐ Average ☐ Poor

Do you have any recurring illnesses or other difficulties that may, at any time, affect your ability to work? ☐ Yes ☐ No

If Yes, please explain _____

G. Have you ever been convicted or arrested for a criminal act? ☐ Yes ☐ No

If Yes, please explain _____

II. EDUCATION DATA

A. High School name, location, and date of diploma

B. Undergraduate college/university, location

Degree Major _____ Degree Date _____

Minor _____ Degree Date _____

C. Graduate university, location

Degree Major _____ Degree Date _____

III. WORK EXPERIENCE

Please list all other work or military experience

Employer	Job	Dates/Years you worked there	Reason for leaving

IV. OTHER EXPERIENCE

Please list other experiences which you feel strengthen your application.

Please indicate areas of interest, giftedness, or qualification:

☐ Grammar

☐ Dialectic

☐ Rhetoric

☐ Office Work

☐ Music

☐ Literature

☐ Biology

☐ Chemistry

☐ Physics

☐ Mathematics

☐ History

☐ Latin

☐ P.E.

☐ Spanish

☐ Art

V. PERSONAL INTEREST DATA

Please list your hobbies, interests, travel, etc.

VI. QUESTIONS FOR PERSONAL RESPONSE (Please answer the following on a separate piece of paper.)

1. Describe your testimony of conversion. (A brief testimony will suffice for this application.)
2. Explain what you consider to be the function of a Christian school.
3. Please explain your reason for seeking a position at Rockbridge Academy.

VII. REFERENCES (Please use the attached reference form to provide us with at least three references.)

VIII. Compensation

Substitute teachers are compensated at the rate of \$10/hour up to a maximum of seven hours/day.

Substitute payroll is processed three times per year: November 30th for work performed from June to October; March 31st for work performed from November to February, and June 30th for work performed from March to May.

IX. Responsibilities

1. **Training:** Attend either Rockbridge Academy Teacher Training typically offered the third week of July, or a special Substitute teacher training session, typically offered early in the school year. The substitute teacher applicant will also be asked to spend some time in our classrooms observing instruction.
2. **Dress:** Substitutes are necessarily models for students. Professionalism, neatness, and modesty are our applicable standards.
3. **Payroll Forms:** Substitute teachers must complete standard payroll forms including a W-4, MW-507, I-9, and direct deposit (optional).
4. **Logging work performed:** Substitutes will complete the *Substitute Log* at the end of each working day in the administrative office at the campus where they have worked.

Print Name: _____

Signature: _____ Date: _____