UNITY
CHRISTIAN SCHOOL

SUB APPLICATION

Date:_____

I. Personal Information

Name: Mr./Mrs./Ms./Dr. _____
Last First Middle

Address: _____

_____
City State Zip

Telephone: cell/home _____

Email: _____

Current Employer: _____

Grades Available for Subbing: K3 K4 K5 1st-3rd 4th-5th 6th-8th 9th-12th

Days Available for Subbing: Monday Tuesday Wednesday Thursday Friday

II. Church Membership:

Name of Church: _____

Address: _____

Pastor: _____ Contact #:_____

Denomination: _____ Member How Long: _____

III. Educational Background

	Name and location	Degree Earned	Major/Subject of Study
High School			
College or University			
Specialized Training			
Other Education			

IV. Certificates

List any teacher certifications held, along with expiration dates.

_____

_____

_____

V. Former Teaching or Substitute Experience

Employer_____

Position_____ Dates _____

Immediate Supervisor_____ Contact # _____

Reason for Leaving _____

Employer_____

Position_____ Dates _____

Immediate Supervisor_____ Contact # _____

Reason for Leaving _____

VI. Other Employment Experience

_____

_____

_____

_____

VII. References

Name _____

Relationship _____ Contact # _____

Name _____

Relationship _____ Contact # _____

Name _____

Relationship _____ Contact # _____

HR Office Only:

- o Interview Complete Y/N
- o Sub Training Complete
- o Background Check Complete
- o Form W9
- o Copy of SS & License
- o Entered in Accounting Software

UNITY
CHRISTIAN SCHOOL

SUBSTITUTE GUIDELINES

All substitutes will be contracted and employed by Unity Christian School. The pay of the substitute teacher shall be at a per day rate established by the Head of School. The school will maintain, on file in the Principal's office, the following items:

1. Copy of his/her Social Security card and Driver's License
2. Current application on file with current address and telephone number

All of the above information MUST be on file on the 1st day of substitution. Payroll CANNOT issue a check without this information.

The following policies should be followed by all substitutes:

The substitute teacher should:

1. Agree to accept responsibility of maintaining the discipline of the class.
2. Be willing to carry out the instruction of the regular teacher.
3. Check with the principal's office when arriving at school.
4. Secure complete lesson plans.
5. Become familiar with the school's schedule such as classroom, lunch, fire drills, recess, etc.
6. Conduct the classroom procedure in a UCS-like manner from the beginning of the period. Classroom "gossip-sessions" are unnecessary.
7. Display a friendly, but business-like, helpful attitude and a good sense of humor at all times, if possible.
8. Follow the directions of the regular teacher closely. This includes roll call, reporting of absences, seating, lesson plans, etc. Also, be familiar with the school policies.
9. Make very clear all assignments.
10. Send to the principal's office any student who refuses to cooperate. (This should be done as a last resort. Make sure that you know the student's name and check with the office at the end of the period to make sure that he reported as told.)
11. Substitute teachers are not to use corporal punishment or harsh or unkind words.
12. Leave necessary notes and instructions in the office for the regular teacher.
13. DO NOT dismiss any class or group without prior permission of the principal.
14. As a substitute teacher, ENDEAVOR TO MAKE THE SCHOOL DAY AS MEANINGFUL AS A REGULAR DAY IS WITH THE REGULAR TEACHER.
15. Adhere to the school's dress code for teachers.
16. Not use cell phones during class time.

I have read and understand the expectations for a substitute teacher at Unity Christian School. I am willing to adhere to these guidelines as well I realize that failure to adhere to the guidelines will compromise opportunity for future employment.

_____ _____

Employee Date

Witnessed and Accepted by:

_____ _____

Administrator Date

UNITY
CHRISTIAN SCHOOL

LIFESTYLE STATEMENT

Unity Christian School is a religious, nonprofit organization representing Jesus Christ through the local community. Unity requires its employees to be born-again Christians, living their lives as a Christian role model (Romans 10:9-10, 1 Timothy 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee of Unity is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 8 principle when an issue arises with fellow employees or management.

Unity Statement of Ethical Behavior expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Romans 1:21-27, 1 Corinthians 6:9-20). Unity believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Unity employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or, in some cases, dismissal from employment. It is the goal of Unity that each employee will have a lifestyle in which "He may have the preeminence" (Colossians 1:18 NKJV).

I understand and accept the above statements as evidenced by my signature below.

_____ _____

Employee Date

Witnessed and Accepted by:

_____ _____

Administrator Date

UNITY
CHRISTIAN SCHOOL

STATEMENT OF ETHICAL BEHAVIOR

Unity Christian School was the result of a vision from the local churches and is built upon the person and work of Jesus Christ. We submit ourselves to be pleasing to and led by God the Father, God the Son, and the empowering presence of God the Spirit. As an employee of Unity Christian School, I hereby agree to live a life which is holy and pleasing to the Lord. This means I will strive to be the best so as to bring out the best in others.

- I will promote unity and not division. Things which are told to me go no further. Any issues regarding my job description, job performance, compensation, etc., which are discussed with the Chairman of the Board of Directors, any member of the Board of Directors and/or appropriate committees are not to be discussed with anyone else or a representative of mine until the appropriate time. Under no circumstances will I go to any other person with gossip, innuendo, complaints or information shared with me by others. I will further express my disapproval to others when they participate in such behavior. (Ephesians 5:8-11)

- I will faithfully attend a local church which agrees with the Statement of Faith.

- I will display no hint of sexual immorality, impurity, greed, obscenity, foolish talk or coarse joking in my life. (Ephesians 5:3-7)

- I will keep myself free from the abuse of tobacco, alcoholic beverages, and/or prescription or illegal drugs. I will not use tobacco, alcoholic beverages, or drugs at UCS or UCS events. I will not come to work or attend a UCS event having consumed alcohol within the last six hours. Neither will I promote or encourage the use of tobacco, alcohol, or drugs. The possession, sales, use, or distribution of illegal drugs are grounds for immediate dismissal. Unity Christian School is a smoke, alcohol, and drug free campus.

- I will not discuss my salary or that of another employee with any other employee, with school parents, students, or other persons.

Failure to adhere to this policy will result in the immediate termination of my employment. I understand that termination also results in the loss of benefits, severance pay, salary and nullifies the employee's Work Agreement.

I understand the above statements and accept each as evidenced by my signature below.

_____ _____

Employee Date

Witnessed and Accepted by:

_____ _____

Administrator Date

UNITY
CHRISTIAN SCHOOL

STATEMENT OF FAITH

- We believe the 66 books of the Bible (39 Old Testament and 27 New Testament) are the inspired, inerrant and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21; Hebrews 1:1-2)

- We believe there is one God who manifests Himself in three distinct personalities: God the Father, God the Son and God the Holy Spirit, but without division of nature, essence, or being. (Genesis 1:1; Matthew 28:19; John 10:30; Luke 3:22)

- We believe Jesus Christ is the Son of God who came down in human form, lived a sinless life, died on the cross, was buried, rose again and ascended to heaven to the right hand of God. (John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35: Luke 1:26-34: Matthew 1:18-25; Hebrew 4:15, 7:26; 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9: Mark 16:19)

- We believe in the Holy Spirit, whose ministry to the world is the conviction of sin, of righteousness, and of judgment and whose indwelling ministry to the saints is the empowerment to live a godly life, dedicated to serving Christ and His Church. (John 14:15-17; Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)

- We believe in the total depravity of man. Man is without mercy before God in his natural state. (Romans 1:21-32)

- We believe in the necessity of the new birth for salvation, which comes through faith alone in the Lord Jesus Christ and His finished work on the cross. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)

- We believe in the reality of an eternal Heaven and an eternal Hell. (Matthew 25:46)

- We believe that the church is a body of born again believers who meet together for worship, fellowship and evangelism. (Ephesians 5:25b-27)

- We believe in the return of Jesus Christ for all believers, dead, and alive. (John 5:28-29, 14-1-3; 1 Thessalonians 4:15-17)

- We believe in the sanctity of life and that life begins at conception. (Psalm 22:10 & 11; Psalm 139:13 & 15; Galatians 1:15; Matthew 19:18).

- We believe that marriage is between a man and a woman, and that sex outside of that relationship violates God's plan and law. (I Corinthians 6:18-20; Ephesians 5:31-32)

- We believe that homosexuality violates God's plan and Law. (Romans 1:24-27; 1 Corinthians 6:9-11)

- We believe that God created mankind in two distinct and complementary sexes, male and female, and that transgenderism violates God's plan and Law. (Genesis 1:26-27; Matthew 19:4)

_____ _____

Employee Date

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1098-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.