



BRACKEN

CHRISTIAN SCHOOL

2024-25 School Year

Application for Substitute Teaching

Please complete all information to the best of your ability. Once completed, please email form to human.resources@brackenchristian.com.

If you require assistance in completing this application or are requesting an accommodation or an alternative application process, please email human.resources@brackenchristian.com or call 830-438-3211.

To give equal employment and advancement opportunities to all people, employment decisions at BCS are based on each person's performance, qualifications, and abilities. BCS prohibits discrimination on the basis of race, color, sex, national origin, age, pregnancy, disability, or veteran status. As a faith-based institution, the school reserves the right to use religion as a hiring and evaluation criterion, as permitted by law and consistent with the mission of the institution.

Substitute Teachers are independent contractors. Substitute Teachers will be paid \$60 for a half day or \$100 for a full day of teaching. Independent contractors do not have taxes taken from their pay and will receive a 1099 at the end of year if they have made \$600 or more.

APPLICANT INFORMATION

Date of Application:

Last Name:

First Name:

Middle Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Are you 18 years of age or older?

Do you have a teaching certification?

Substitute Preference:

Elementary

Secondary

Office

Clinic

(CPR-required, licensed medical professional preferred)

EMERGENCY CONTACT

Full Name:

Relationship:

Phone:

Email:

STATEMENT OF FAITH

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all beings are born with a sinful nature.
- We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest Advocate.
- We believe in “that blessed hope”, the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe all who, by faith, receives the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

I have read the above and acknowledge that this is the Statement of Faith of Bracken Christian School, and I am in agreement with BCS’s Statement of Faith.

MISSION STATEMENT

Bracken Christian School will partner with Christian families through the leadership and guidance of the Holy Spirit to provide an excellent education within the context of a biblical worldview, equipping students to impact their culture for Christ.

If you are hired, will you labor to do all you can to bring honor and glory to the Lord Jesus Christ and to uphold the mission of BCS as outlined in the Mission Statement? Yes No

DISCLAIMER AND SIGNATURE

The information given by me on this substitute teacher application and during the interview process is true and complete in all respects.

I acknowledge and agree that BCS may obtain a background or reports for use in connection with my employment and that this agreement constitutes an ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term “consumer report” includes but is not limited to: credit checks, criminal background checks, department of motor vehicle reports, and investigative consumer reports. By signing this agreement, I waive any right that I might have to privacy with respect to any such inquiry by BCS.

Signature:

Date:



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Statement on Marriage, Gender, and Sexuality

1. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5 Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, pedophilia, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)
4. We believe that in order to preserve the function and integrity of BCS as the local Body of Christ, and to provide a biblical role model to BCS's members and the community, it is imperative that all persons employed by BCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-1; 1 Corinthians 6:9-11)
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of BCS.

I have read the above statements. I understand them and agree to them.

Printed Name:

Signature:

Date:



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Pre-Employment Affidavit for Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit. For purposes of this affidavit:

Adjudication and **conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board of Educator Certification.

I declare the following:

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

I declare under penalty of perjury that the foregoing is true and correct.

Printed Name:

Signature:

Date:



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Background Check

In compliance with ACSI, a background check shall be completed for all employees and contract employees. During the ACSI accreditation we will be required to show that we have completed this check.

This will be done through The Texas Department of Public Safety. Please complete the information below.

Your cooperation is appreciated.

First Name:

Middle Name:

Last Name:

Birthday:

Month

Day

Year

Signature:

Date:

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

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

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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 1099-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, later.