

**SUBSTITUTE  
APPLICATION**



**REGENTS**

SCHOOL OF CHARLOTTESVILLE

2010 Coram Deo Drive, Charlottesville, VA 22903 \* 434-293-0633 \* [www.regents-school.org](http://www.regents-school.org)

Your interest in Regents School is appreciated, and we look forward to receiving your application soon. If it appears that you may be qualified for one of our openings, a personal interview will be arranged.

Date of Application: \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

Pastor: \_\_\_\_\_ Pastor Phone: \_\_\_\_\_

Please list any organizations in which you actively participate:

\_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND**

Are you a citizen of the United States?    yes        no

Are you legally eligible to work in the United States?    yes        no

In compliance with the Immigration and Reform and Control Act of 1986, you will be required to verify and document your employment eligibility if hired.

Have you ever been convicted of a crime?    yes        no

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed for misconduct or unsatisfactory performance or been forced to resign from a job? \_\_\_\_\_

Do you have any recurring illnesses or other difficulties that may, at any time, affect your teaching ability?   yes   no  
If yes, please explain: \_\_\_\_\_

**ASSIGNMENT PREFERENCES**

Please select all grade levels that you are interested in serving:

- |                                       |                                       |  |   |   |
|---------------------------------------|---------------------------------------|--|---|---|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Third Grade  | <input type="checkbox"/> Sixth Grade   | <input type="checkbox"/> Ninth Grade    | <input type="checkbox"/> Twelfth Grade        |
| <input type="checkbox"/> First Grade  | <input type="checkbox"/> Fourth Grade | <input type="checkbox"/> Seventh Grade | <input type="checkbox"/> Tenth Grade    | <input type="checkbox"/> Grammar School Music |
| <input type="checkbox"/> Second Grade | <input type="checkbox"/> Fifth Grade  | <input type="checkbox"/> Eighth Grade  | <input type="checkbox"/> Eleventh Grade | <input type="checkbox"/> Grammar School Art   |

If you selected seventh grade or higher, please select all subject areas that you are most comfortable with:

- |  |   |  |                                |
|--|---|--|--------------------------------|
| <input type="checkbox"/> History: Ancient      | <input type="checkbox"/> Pre-Algebra, Algebra I, & Algebra II | <input type="checkbox"/> Chemistry           | <input type="checkbox"/> Latin |
| <input type="checkbox"/> History: Medieval     | <input type="checkbox"/> Geometry                             | <input type="checkbox"/> Logic               | <input type="checkbox"/> Music |
| <input type="checkbox"/> History: Early Modern | <input type="checkbox"/> Pre-Calculus & Calculus              | <input type="checkbox"/> Rhetoric            | <input type="checkbox"/> Art   |
| <input type="checkbox"/> History: American     | <input type="checkbox"/> Life Science & Biology               | <input type="checkbox"/> Theology            |                                |
| <input type="checkbox"/> English               | <input type="checkbox"/> Physical Science & Physics           | <input type="checkbox"/> Old & New Testament |                                |

**EDUCATION**

Use additional paper if needed.

College/University: _____	College/University: _____
Address: _____	Address: _____
_____	_____
Major: _____	Major: _____
Minor: _____	Minor: _____
Inclusive Dates: _____	Inclusive Dates: _____
Degree: _____	Degree: _____

**TEACHING EXPERIENCE**

Use additional paper if needed.

School: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Grades/Subjects: \_\_\_\_\_

Grades/Subjects: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Please list any teaching or professional certifications that you currently hold: \_\_\_\_\_

Please list any other experience relevant to teaching: \_\_\_\_\_

**OTHER WORK EXPERIENCE**

Use additional paper if needed.

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Final Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES**

Please give the names of individuals who can attest to your character and teaching abilities. Include a pastor, principal (if prior teaching experience), a supervisor from a previous non-teaching job (if applicable), and a personal reference. Be sure that at least one of these references was a direct supervisor overseeing your work in whatever capacity.

PASTOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PRINCIPAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SUPERVISOR

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PERSONAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

I warrant that the representations made herein are true.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Regents School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational, admission, financial aid, or employment policies, or any other programs administered by the school.*

OFFICE USE ONLY	
Application Received	Date ___/___/___
Transcripts Received	Date ___/___/___
References Checked	Date ___/___/___
Interview Scheduled	Date ___/___/___