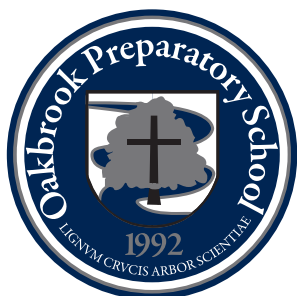


Position Applying For:

\_\_\_\_\_



# SUBSTITUTE APPLICATION

## Application Submission Instructions

Please return this application, a current resume, and a copy of all college transcripts (these may come independently of your application) to Oakbrook Preparatory School, Attn: Dean of Academics Alicia Womick at: [alicia.womick@oakbrookprep.org](mailto:alicia.womick@oakbrookprep.org).

Name \_\_\_\_\_

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

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Present Church Membership \_\_\_\_\_

Are you over age 18? \_\_\_\_\_ Are you legally authorized to work in the United States? \_\_\_\_\_

Have you ever been convicted of, or pled guilty or no contest to, any violation of the law that has not been expunged by a Court of law? \_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever been convicted of, or pled guilty or no contest to, any offense involving sexual misconduct or moral turpitude? \_\_\_\_\_ If yes, please attach a complete explanation.

Have you ever had an employment contract terminated or not renewed? \_\_\_\_\_. If yes, please attach a complete explanation.

Current Employer \_\_\_\_\_

How did you hear about this job opening? \_\_\_\_\_

**Certification:** I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Head of School (and/or designee) and the Board of Directors will be relying on the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statement or any material half-truths, material misstatements or omissions on this application or during the interview process, without full disclosure of all relevant facts, shall be grounds for Oakbrook Preparatory School to immediately terminate my employment.

**Authorization:** I authorize Oakbrook Preparatory School and its administrators to fully investigate all statements contained herein. Further, I authorize all references listed and all previous employers to give Oakbrook Preparatory School any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release all parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the school's representative(s).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Oakbrook Preparatory School does not discriminate on the basis of race, gender, age, disability, or national origin in the employment of teachers, administrators, or staff members. Any offer of employment will be subject to a background check.*

**EDUCATION.** (List all schools attended. Include any degree work in progress.)

	School and Location	Major, Degree, and Date Awarded
Secondary:		
Undergraduate:		
Graduate:		
Other:		

**TEACHING/ADMINISTRATION EXPERIENCE.** (List most recent first.)

From (Mo/Yr)	To (Mo/Yr)	School/Company Name Location	Subjects/ Grades	Reason for Leaving	Salary

**OTHER WORK EXPERIENCE.** (List most recent first.)

From (Mo/Yr)	To (Mo/Yr)	Company Name Location	Position	Reason for Leaving	Salary

## References

Please supply the required information for five references from whom we may solicit information regarding your professional work experience, personal characteristics, and Christian life. Three references must be an immediate supervisor (e.g., principal, assistant principal, department chair, etc.).

Name	Title	Address (street, city, state, zip)	Phone (w/area code)	Relationship and dates acquainted with your work

## Extracurricular Activities

List extra-curricular activities you are qualified to advise. Possible areas include: athletics (specify), band, chorus, community service, debate, drama, language clubs, literary magazine, newspaper, outdoor adventures, photography, student government, travel club, etc.

Activity	Details of Experience

## Personal Statements

**Using additional paper, please respond to the following statements or questions:**

1. Detail your Christian faith and experience.
2. If you were asked by a student to explain how to become a Christian, how would you respond?
3. Why are you interested in working at Oakbrook Preparatory School?
4. Detail your philosophy of Christian education in a college preparatory setting.
5. What is your leadership style?
6. What do you feel are the three most critical issues facing Christian education today?
7. Name three books (personal or professional) you have read in the last year and explain why they were important to you.

Please include any additional information that might help us better evaluate your application for employment.

## Mission Statement

Built on a foundation of Christian faith, Oakbrook educates students to be independent learners in a changing world.

## Statement of Faith

Oakbrook Preparatory School is a nondenominational Christ-centered School. We seek to educate our students within the framework of the Christian faith, as revealed in the Holy Scriptures. We do not divide education into spiritual and secular components, but acknowledge that all truth is God's truth.

We believe in the sovereignty of God, the authority of Scripture, the Lordship of Christ. We affirm the creation of man by a direct act of God, the sinful nature of man, the virgin birth and incarnation of our Lord and Savior Jesus Christ. We believe in Christ's atonement for our sins by his death on the cross, the resurrection of his body on the third day, His power to save man from sin, and the gift of eternal life by the grace of God.

OPS seeks to complement the work of the family and church, and to establish a link between faith, service and learning. In matters of faith, we seek to unite our students around the person of Jesus Christ, allowing many issues of doctrine to take second place.

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I hereby declare my full agreement with this Statement of Faith both as an indication of my personal beliefs and as an affirmation that these are the beliefs upon which Oakbrook Preparatory School has been founded and that I am honor bound to uphold and protect. By signing below, I acknowledge that I have read, understand, and agree with the principles of the Oakbrook Preparatory School Mission Statement and Statement of Faith.

If hired, I understand that as an employee in this organization, I represent the school to others and that my life should reflect the principles upon which the school operates. If at any point I no longer believe in any of the statements contained above, I will inform the Head of School and resign as an employee from the corporation.

Name \_\_\_\_\_ Date \_\_\_\_\_