



WEST DALLAS  
COMMUNITY SCHOOL

Substitute Application

PERSONAL INFORMATION

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Maiden and other names used \_\_\_\_\_

Present  
Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: \_\_\_\_\_ Business or Cell Phone: \_\_\_\_\_

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

Date of Birth : \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Gender: M / F

Have you ever been convicted of or plead guilty to any felony offense or any misdemeanor offense other than minor traffic tickets? \_\_\_\_\_

Have you ever been charged with any offense and received deferred adjudication from the court?  
\_\_\_\_\_ If the answer is yes, are you still under probation? \_\_\_\_\_

Do you currently have any criminal charge pending against you? \_\_\_\_\_

**Current Employment:**

\_\_\_\_\_  
(Position) (Company name)

\_\_\_\_\_  
(Company address) (Name of supervisor)

\_\_\_\_\_  
(Telephone) (From / To)

May we contact for reference? \_\_\_\_\_

If retired, list name of previous employer and last position held: \_\_\_\_\_

\_\_\_\_\_  
(Company address) (Telephone)

**Please list additional references. No relatives.**

(Mr./Mrs./Ms.) \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

(Mr./Mrs./Ms.) \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

**Please list any references or friends associated with West Dallas Community School**

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

**Please list education:**

High School From/ To

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

College/ Degree From/ To

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

Graduate School From/ To

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

Special Certification

From/ To

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Are you currently a student  Yes  No Where? \_\_\_\_\_

**Additional Information:**

Please list special interests, skills and hobbies that you are willing to share as a volunteer/substitute

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Give three words that describe your personality in tutoring situations:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Computer literate?  Yes  No Foreign languages \_\_\_\_\_

Please explain previous experience working with youth, including length of involvement:

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How did you learn of West Dallas Community School?

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Reason for wanting to substitute:

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Please list which days you are available to substitute:

Mon.  Tues.  Wed.  Thurs.  Fri.

I declare/agree that:

I have never been arrested for any felony or any misdemeanor involving a child or abuse of another person, public indecency, or felony violation of any law intended to control the possession or distribution of any illegal substance.

I hereby authorize West Dallas Community School to secure information from application references in order to evaluate my potential as a substitute.

Signature

Printed Name

Date



WEST DALLAS  
COMMUNITY SCHOOL

### *Statement of Faith*

1. We believe that the Scriptures are the very Word of God in their entirety and, therefore, are our sole and final authority in matters of faith and practice.
2. We believe in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.
3. We believe that God created man in His own image, and when man disobeyed God, he fell from grace and brought sin into the world.
4. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is undiminished deity and genuine humanity in one person.
5. We believe that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
6. We believe that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and those who receive the Lord Jesus Christ by faith alone apart from any good works, are born again into the family of God.
7. We believe that the family of God is the church, which is the body of believers of which Christ is the head.
8. We believe that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of conscious eternal punishment of separation from God for the lost.

**Consent for Criminal History Background Check  
Authorization/Waiver/Indemnity**

I hereby give my permission to West Dallas Initiative d/b/a West Dallas Community School and West Dallas Community Development, Inc. ("WDI") to obtain information relating to my criminal history through the Volunteer Center of Dallas County. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer with the WDI, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by WDI and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the Volunteer Center of Dallas County and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the Volunteer Center of Dallas County) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee/volunteer of WDI.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Maiden and/or other names used: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

Please list your addresses, including county, for the past 8 years:

Address	City	County	State	From	To
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## Substitute Procedures and Policies

### MISSION STATEMENT

*The mission of the West Dallas Community School is to provide students with a challenging educational experience designed to help them know, love and practice that which is true, good and excellent and to prepare them to live purposefully and intelligently in the service of God and man.*

### SUBSTITUTE STANDARDS

Follow biblical principles in all contact and dealings with children.

Exhibit godly attitudes and actions before the children so that they can see Christ modeled.

Always keep the child's best interest as the standard for decisions.

Always be positive and encouraging in your interaction with the children.

Abide by the mission and philosophy of West Dallas Community School.

Arrive promptly.

Praise children for positive behavior.

Limit physical contact with children to short hugs, pats on the back, etc.

### CRIMINAL BACKGROUND CHECKS

An applicant will be considered unsuitable if he/she has been convicted of any crime that is harmful or endangers a child.

An applicant will be considered unsuitable if he/she has been convicted of a felony.

Each case will be handled individually and any exception must be approved by the Board of Directors.

## **SUBSTITUTE DRESS POLICY**

Professional dress standards elevate the teaching profession in the eyes of all who attend our campus. In addition, visitors and students need to see that the school sets a high standard of professionalism. All substitutes who are on campus during school hours (7:30 am-3:30 pm) are expected to follow the standard dress procedure of the faculty and staff.

### **Women**

- Skirts, suits, dresses, jackets, trouser-style pants must be conservative, modest, and professional
- Skirt length must be at the knee
- No revealing apparel including low cut neck lines, midriffs or bare backs
- Sleeveless and cap sleeve blouses or dresses must be worn with a jacket or sweater
- Opened toed shoes are permitted, but they should look professional. A quick rule of thumb is that the more bare the foot is, the less professional the shoe. Backless shoes must fit snugly to the foot. (i.e. no “flip flop” sounds when walking) No cowboy boots with skirts or dresses.
- Only one earring is permitted in each ear and that earring must be in the ear lobe
- No form-fitting or tight clothing
- No low-cut pants
- No denim fabrics
- No capris, cropped pants, cargo type pants, stretch pants or “skinny legged” pants
- No tank tops or spaghetti straps showing underneath unbuttoned shirts
- No leggings (footless tights)
- No visible toe rings, nose rings, or double piercings
- Tattoos must be covered if possible
- Undergarments should not be visible regardless of the amount of movement, bending, stretching, reaching that will be done during the course of a day

### **Men**

- Shirts of conservative colors, slacks, and ties
- Socks are required
- Hair length must be above the collar
- No excessive or unkempt facial hair
- No earrings may be worn
- Tattoos must be covered if possible