

RCA

Substitute Teacher Information Form

Name _____ Phone _____ Cell _____

Address _____

E-mail: _____

Please check all that apply:

- Grade level Preferences: ___ Pre K ___ K-3 ___ 4-5 ___ 6-8 ___ 9-12

- Time Frame Preference: ___ Full day ___ 1/2 day AM ___ 1/2 day PM

- RCA provides childcare after school (3:00 p.m.-6:00 p.m.).
Please check if interested: ___ After school care

- Substitutes are notified as early as possible. There are occasions when the earliest notification possible is the morning a substitute is needed. Is advance notification of at least one day required? ___ yes ___ no

- A Criminal Background check results must be submitted prior to substituting for any class. Please access the provided link and complete the background check. When results are returned to you, forward them to RCA. <https://www.usacriminalbackground.com/>

___ I attend a local church whose fundamental beliefs are in agreement with the RCA Statement of Faith (attached) Church Name _____

___ I have submitted the following to RCA:

- ___ Federal Background Check Results
- ___ Confidentiality Statement (also found in the back of Substitute Handbook)
- ___ Signed RCA Statement of Faith
- ___ Copy of Driver's License

Comments/Questions: _____

