



SUBSTITUTE APPLICATION

(PLEASE PRINT CLEARLY) DO NOT fill out this document in Apple Preview If completing as a writable form as it will not save the content. You must use **Adobe Acrobat**. Once completed, click Save As and save it to your own files. Please fill, print, sign and scan to sub@concordiashanghai.org

PERSONAL

Name: _____ Date: _____

First Middle Last

Address: _____ Citizenship: _____

Home Phone: _____ Mobile Phone: _____ SSN/ID#: _____

For identification purposes only

Email: _____ Date of Birth: _____

Marital Status: Single Married Widowed Divorced Concordia Parent

Home Country Address _____

City _____ State _____ Country _____ ZIP _____

Maiden name _____ Please List Other Names Used _____

PREVIOUS EDUCATION/BACKGROUND AND EMPLOYMENT/VOLUNTEER EXPERIENCE

Attach a resume (CV) listing schools attended and each of your employers and/or volunteer experiences. Indicate dates and whether this was full-time or the % if part-time.

Within the past three years, what job or volunteer responsibilities have given you the most personal satisfaction and why?

DESIRED AGES AND SUBJECTS YOU WOULD LIKE TO SUBSTITUTE IN

REFERENCES (Please include ě2dzŋ ŐdzŋŤyŋkLŋŤŦŋ2dž ħdzLŋŤŦŋŋ2ŋ l-yŔk2ŋ l w)

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LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

- | | | |
|----------|----------|--|
| Y | N | Have you ever been convicted of a criminal offense (felony or misdemeanor)? Answer “yes” if you have entered a plea agreement including a deferred sentence or deferred judgment arrangement in connection a criminal case. |
| Y | N | Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? |
| Y | N | Have you ever reported to any organization or registry for abuse or misconduct involving children? |
| Y | N | Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children? |
| Y | N | Have you ever been disciplined or dismissed from any volunteer position or employment for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior/conduct? |
| Y | N | Have you ever been reprimanded, or asked to leave or end your membership in an organization in which you were volunteering? |
| Y | N | Have you ever been the subject of a complaint or disciplinary proceeding against any professional license or professional affiliation held by you? |
| Y | N | Do you now or have you ever sought out or intentionally viewed child pornography? |



New Substitute Applicant Statements and Agreed Code of Conduct

For Office Use: Reviewed by: _____

Please initial each of the following statements:

- _____ I declare that all statements contained in my Application Form are true. I understand that any misrepresentation or omission is cause for dismissal.
- _____ I understand that **my references and contacts** from work with children, students, or disabled adults may be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize Concordia International School Shanghai to undertake a criminal background check of my past.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that Concordia-Shanghai has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Concordia cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.
- _____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or a disabled adult, and I have never been accused of these acts.
- _____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform Concordia-Shanghai of the contents of a sealed criminal record will result in the automatic denial of the application.
- _____ I have read and will abide by the [Child Safeguarding Handbook](#) and all Policies and Procedures provided to me by Concordia International School Shanghai.

RELEASE (Note: Please fill, print, sign and scan to sub@concordiashanghai.org)

I authorize Concordia International School Shanghai to contact all individuals, organizations and references listed on this **Application Form** in order to verify the information I have provided to the school. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous school and non-school work, listed on this application.

I specifically authorize the school to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification may not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____

Printed Name: _____