

# SUBSTITUTE TEACHER APPLICATION

Menasha Joint School District

PERSONAL INFORMATION			
Name: <i>(Last, First, Middle Initial)</i>		Social Security Number:	
Permanent Street Address:	City:	State:	Zip Code:
Temporary Street Address:	City:	State:	Zip Code:
Telephone Number:	Are you under Contract: ___ Yes      ___ No	Expiration Date of Contract:	
Cell Phone Number: (if it can be used as an alternative)			
Email Address:			
Have you ever been convicted of a felony? ___ Yes      ___ No      Please explain: _____ <div style="text-align: right; font-size: small;">(When, type of crime, county occurred in)</div>			

IF YOU HAVE A PRESENT TEACHING CERTIFICATE/LICENSE, PLEASE COMPLETE THIS SECTION.			
Elementary Teachers:			
Date Issued:	Position Code No:	Grade Code No:	Expiration Date:
Grade Level - 1 <sup>st</sup> Choice:		Grade Level - 2 <sup>nd</sup> Choice:	Grade Level - 3 <sup>rd</sup> Choice:
Secondary Teachers: (list by subject preference)			
Date Issued:	Position Code No:	Grade Code No:	Expiration Date:
Date Issued:	Position Code No:	Grade Code No:	Expiration Date:
Date Issued:	Position Code No:	Grade Code No:	Expiration Date:
Co-Curricular activities you are able to direct or coach:			
1 <sup>st</sup> Choice:		2 <sup>nd</sup> Choice:	3 <sup>rd</sup> Choice:
Please indicate below any limitations you have on subbing, i.e., schools, hours, availability, etc.			
<i>Please check on the reverse side all areas in which you are willing to work for short periods of time even if you are not certified specifically in them.</i>			

IF YOU HAVE A FOUR-YEAR DEGREE OUTSIDE OF TEACHING, PLEASE COMPLETE THIS SECTION.	
What degree do you hold:	<input type="checkbox"/> Bachelors <input type="checkbox"/> Masters
Do you hold a substitute permit? ___ Yes      ___ No	If you hold a substitute permit, where did you get your training?
Please indicate below any limitations you have on subbing, i.e., schools, hours, availability, etc.	
<i>Please check all other areas on the attached sheet in which you are willing to work for short periods of time even if you are not certified specifically in them.</i>	

EDUCATION TRAINING					
	SCHOOL AND LOCATION	MAJOR	MINOR	DEGREE	DATES ATTENDED
HIGH SCHOOL					
COLLEGE/UNIV.					
GRADUATE WORK					

STUDENT TEACHING		
SCHOOL AND DISTRICT	GRADE OR SUBJECT	ASSIGNMENT DATES

TEACHING EXPERIENCE			
Total Teaching Experience in Years:			
SCHOOL AND LOCATION	GRADE OR SUBJECTS	DATES	NO. YEARS

PROFESSIONAL REFERENCES		
Give only names of superintendents, principals, or supervisors who have observed and know your work.		
Name	Official Position	Phone

**NEW SUBSTITUTES: TO SERVE AS A SUBSTITUTE TEACHER, THE FOLLOWING FORMS WILL BE NEEDED AND/OR COMPLETED:**

- \_\_\_\_\_ Application
- \_\_\_\_\_ A copy of your teaching license OR permit OR your DPI application
- \_\_\_\_\_ I-9 (Employment Eligibility Verification)—Need to be present to fill out; please have proper identification, ex: driver’s license and Social Security Card
- \_\_\_\_\_ W-4—Make sure form is signed and dated
- \_\_\_\_\_ Copy of TB test results

**AUTHORIZATION AND RELEASE**

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I agree that the Menasha Joint School District shall not be held liable in any respect if my application is rejected or my employment is terminated for this reason.

The Menasha Joint School District is hereby authorized, at the time of my application for employment or during the course of my employment, to obtain from any source, information regarding my education, experience, criminal background, competence, character or medical history as relates to the position for which I applied for or in which I am employed.

I authorize any former employer, school or government agency as well as its officers, agents and employees to release any and all information to the Menasha Joint School District should the Menasha Joint School District make a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job descriptions, disciplinary reports, letters of reprimand and concerns regarding my suitability for employment.

I further, voluntarily and knowingly, fully release and disclaim, absolve, indemnify, and hold harmless such former employers, schools or government agencies as well as its officers, agents and employees from any and all claims, liabilities, demands, causes of action, damages or costs, including reasonable attorneys' fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the person or entity disclosing such facts knows are untrue.

I understand that an offer of employment with the Menasha Joint School District may be conditioned upon a favorable drug screening by a clinic selected by the Menasha Joint School District, which I hereby consent to.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MENASHA JOINT SCHOOL DISTRICT –EQUAL OPPORTUNITY EMPLOYERS**

Menasha Joint School District does not discriminate in employment on the basis of race, color, national origin, religion, sex, or handicap or any other non-merit factors except where age, sex, or physical requirements constitute a demonstrable bona fide occupational qualification.

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

## Menasha Joint School District Substitute Teacher Areas of Substitute Certification/Interest

Put a "C" in the areas that you are CERTIFIED

Put a "W" in the areas that you are willing to do, but NOT CERTIFIED

Put an asterisk (\*) in the area you are willing to do and have advanced knowledge in, but are NOT CERTIFIED

- |  |  |   |
|--|--|---|
| — ALTERNATIVE HIGH   | — HEALTH                                     | — READING SPECIALIST                    |
| — ART <i>(EL, MS, HS?)</i>                                 | — HISTORY <i>(MS, HS?)</i>                   | — ROAMING SUB                           |
| — AT RISK <i>(MS, HS)</i>                                  | — HOMEBOUND <i>(EL, MS, HS?)</i>             | — SCHOOL LIBRARY <i>(EL, MS, HS?)</i>   |
| — BIOLOGY  | — JAPANESE <i>(EL, MS, HS?)</i>              | — SCIENCE <i>(MS, HS?)</i>              |
| — BUSINESS EDUCATION/<br>MARKETING                         | — KINDERGARTEN                               | — SOCIAL STUDIES <i>(MS, HS?)</i>       |
| — CHEMISTRY  | — 4 YR KINDERGARTEN                          | — SPANISH <i>(EL, MS, HS?)</i>          |
| — Early Childhood:EEN                                      | — MATH <i>(MS, HS?)</i>                      | — SPEC ED -- CD <i>(EL, MS, HS?)</i>    |
| — ENGLISH <i>(MS, HS?)</i>                                 | — MUSIC CHORAL <i>(EL, MS, HS?)</i>          | — SPEC ED -- ED <i>(EL, MS, HS?)</i>    |
| — English Language Learners (ELL)<br><i>(EL, MS, HS?)</i>  | — MUSIC GENERAL                              | — SPEC ED -- LD <i>(EL, MS, HS?)</i>    |
| — Family And Consumer Education<br>(FACE) <i>(MS, HS?)</i> | — MUSIC INSTRUMENTAL <i>(EL, MS, HS?)</i>    | — SPEECH & LANGUAGE                     |
| — G/T (GIFTED AND TALENTED)                                | — OTHER _____                                | — TECHNOLOGY EDUCATION <i>(MS, HS?)</i> |
| — GERMAN <i>(EL, MS, HS?)</i>                              | — PHYSICAL EDUCATION<br><i>(EL, MS, HS?)</i> | — COMPUTER SCIENCE                      |
| — Grade 1  | — Physics                                    |   |
| — Grade 2  | — Grade 4                                    |   |
| — Grade 3  | — Grade 5                                    |   |
|  | — GUIDANCE                                   |   |

Positions you DO NOT wish to be called for \_\_\_\_\_  
\_\_\_\_\_

If on any given day, if a teacher sub position is not available, would you consider taking a paraprofessional or secretarial position for the day?

\_\_\_\_\_ yes                  \_\_\_\_\_ no

