



## Application for Substitute

|               |            |              |
|---------------|------------|--------------|
| Last Name     | First Name | Middle Name  |
| Address       |            |              |
| City          | Zip Code   | Phone Number |
| Email Address |            |              |

### Education

| Schools                  | Name and Location | Course of Study | Degree/Diploma |
|--------------------------|-------------------|-----------------|----------------|
| High School              |                   |                 |                |
| College or University    |                   |                 |                |
| Graduate or Professional |                   |                 |                |
| Certificate/ Other       |                   |                 |                |

### Experience/Work History

|                       |                   |                                             |
|-----------------------|-------------------|---------------------------------------------|
| Name of Employer      | Address           |                                             |
| Job Title             | Supervisor's Name | May we contact employer?<br><br>Yes      No |
| Dates Employed        | Contact Number    |                                             |
| Description of Duties |                   |                                             |

Have you ever been convicted of a felony? YES \_\_\_\_\_ No \_\_\_\_\_

Have you ever had an abuse, neglect or child maltreatment substantiation? YES \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. I also understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed.

Signature of Substitute \_\_\_\_\_ Date \_\_\_\_\_



## Substitute Job Description

This job description has been written to help you when assisting in a classroom.

Hours: 8:45am-12:15pm or 1:15pm

Pay: \$55 for 3 hour classes and \$70 for 4 hour classes or Enrichments

Assist the lead teacher all morning:

- During free choice time, move around the room helping the children with various activities or stay at a particular center assisting the children as directed by the teacher.
- Help with clean up time, wash tables, and prepare for snack.
- Help the children with bathroom and hand washing.
- When the teacher has group time, sit with the children unless otherwise directed.
- Help get children ready for recreation by putting on coats, etc. It is important to **STAY WHERE THE CHILDREN ARE!**
- Stay with the class and participate during MUSIC, FIT KIDS, etc.
- Help the children prepare to go home, bags packed, coats on, etc.
- At the end of the day, spray the room clean and place chairs on the tables so the room can be vacuumed.

## Background Check Consent Form

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

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Social Security Number \_\_\_\_\_ (required for background check)

Date of Birth \_\_\_\_\_ (required for background check)

I authorize a background check to verify the information I have provided, and I understand that a record of information obtained will be kept in a confidential file. I authorize any person, firm, institution, or agency contacted to furnish the aforementioned information and I release all parties involved from any liability and responsibility for doing so.

I also sign this release as my own free act in exchange for the opportunity to serve. This authorization shall be valid in original, faxed, electronic, or copied form.

Signature of Substitute \_\_\_\_\_ Date \_\_\_\_\_

Preferred method of contact (list 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> by each choice)

TEXT \_\_\_\_\_ PHONE CALL \_\_\_\_\_ EMAIL \_\_\_\_\_

Days Available (check all available) M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_

Ages Preferred (check all interested) Toddlers \_\_\_\_\_ 2's \_\_\_\_\_ 3's \_\_\_\_\_ Pre-K \_\_\_\_\_