

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

**NON-CERTIFIED SUBSTITUTE APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

I am (check a box) & will provide necessary documentation to validate that I am:

☐ A  
AFS A citizen or national of the United States or

☐ A  
AFS Authorized by the Immigration and Naturalization Service to work in the United States.

Work Experience:

List below your last two previous employers, starting with the current or most recent employer.

<b>Company Name:</b>		Address:		
Position:	Dates -	From:	To:	
Supervisor – Name and Title:			Phone: (     )	
Reason for Leaving:				

<b>Company Name:</b>		Address:		
Position:	Dates -	From:	To:	
Supervisor – Name and Title:			Phone: (     )	
Reason for Leaving:				

Position Applying for: \_\_\_\_\_ Sub Aide \_\_\_\_\_ Sub Bus Driver

\_\_\_\_\_ Sub Custodian \_\_\_\_\_ Sub Cook \_\_\_\_\_ Sub Secretary

Days Available for Subbing: \_\_\_\_\_

Please place an X next to the school(s) where you would like to substitute:

\_\_\_\_\_ Dahlgren (K-6) \_\_\_\_\_ East Side (K-6) \_\_\_\_\_ Jr. High (7-8)

\_\_\_\_\_ High School (9-12) \_\_\_\_\_ Pre-School

**This section must be completed as a part of the application process. Please make certain that you answer all of the questions truthfully. Omission or falsification of any criminal information will be grounds for immediate dismissal.**

*Please be sure to fill out both sides of this application*

☐ A AFS **Yes**    ☐ A AFS **No**    Have you ever been convicted of an offense other than a minor traffic violation? If yes, when, where, and disposition of the conviction:

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Note: An applicant for employment is not obligated to disclose sealed or expunged records of conviction or arrest.

☐ A AFS **Yes**    ☐ A AFS **No**    Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge, or are there currently criminal charges pending against you? (If yes, explain on a separate sheet)

☐ A AFS **Yes**    ☐ A AFS **No**    Have you ever been confirmed as a child abuser by DCFS or similar state agency? (If yes, explain on a separate sheet)

☐ A AFS **Yes**    ☐ A AFS **No**    Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action? If yes,

Where \_\_\_\_\_

and

When \_\_\_\_\_

By signing below, I understand that the information provided is true and correct, and that any misstatements or omission of material facts in the application process may result in termination of employment, no matter when discovered. I agree that the District shall not be held liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.

I authorize the school district to analyze the truthfulness of all statements made on this application, complete reference checks from my current and former employers, and others that may provide information regarding my education and experiences. I also authorize a criminal background, sex offender, and other checks required by Federal and State government, the school code, and insurance carrier for the district. I acknowledge that consideration for employment is contingent on the results of these background check(s). In addition, I give my consent for all contacted persons including current and former employers to provide information concerning this application, and I release each such person from liability for providing information to the school district.

I understand that my employment is contingent upon my taking and successfully passing a drug and/or alcohol test in accordance with school district's policy. If I refuse to submit to testing, refuse to sign the school district consent form, or test positive, the school district can terminate my employment.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms noted above.

**Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

*Please be sure to fill out both sides of this application*