

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

**SUBSTITUTE TEACHER APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

A citizen or national of the United States or

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

Do you hold a valid Illinois Teaching License?  YES  NO

What type(s):  Professional Educator License (PEL)  
 Educator License with Stipulations (ELS)  
 Substitute License

Illinois Educator Identifying Number (IEIN): \_\_\_\_\_

**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:				

Are you a retired teacher currently receiving a monthly pension from TRS?  YES  NO

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)

\_\_\_\_\_ Hamilton Co. Jr. High (7-8)

\_\_\_\_\_ Hamilton County Sr. High (9-12)

\_\_\_\_\_ Pre-School (Pre-K)

**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.**

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

\_\_\_\_\_

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

Yes  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)

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

Yes  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 or the hiring process may result in discontinuing of the hiring process or 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 any offers of employment may be 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 will not employ me.

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