

Nettle Creek School Corporation

297 EAST NORTHMARKET ST.
 HAGERSTOWN, INDIANA 47346
 765.489.4543 765.489.4914 fax

SUBSTITUTE TEACHER APPLICATION

Submission Date: _____

Name: _____ Soc. Sec. #: _____

Address: _____

Telephone: _____ Email: _____

Substitute Position Applied For (Please specify grade levels): _____

Day(s) Available: _____

EDUCATION

Name of School	Address	Degree/ Major	Year of Graduation
High School:			
College:			
Other:			

(Attach transcript showing at least 30 credit hours completed.)

TEACHING/SUBSTITUTE EXPERIENCE

Name of School	Address	Grades/Subjects Taught	Dates	Name of Principal or Superintendent

Total Years Substitute Teaching Experience _____ IN State Teachers Retirement # _____

(Attach copy of Teaching License/Substitute Certificate) License/Certificate # _____

OTHER EMPLOYMENT

Company	Address	Position	Years From/To	Reason for Leaving

REFERENCES

Please list three (3) individuals not related to you who have first-hand knowledge of your professional experience.

Name	Address	Phone	Occupation

NONDISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY

Nettle Creek School Corporation does not discriminate on the basis of religion, race, color, national origin, sex, disability, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

GENERAL INFORMATION

1. Have you ever been terminated from a job or been asked to resign? Yes_____ No_____ If yes, please explain: _____

2. Have you received an unsatisfactory evaluation from an employer within the last five (5) years? Yes_____ No_____ If yes, please explain: _____

3. Have you ever been convicted of a crime, whether felony or misdemeanor, other than a traffic infraction? Yes_____ No_____ (A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.) If yes, please explain: _____

4. Do you currently have any pending criminal charges? Yes_____ No_____ If yes, please explain: _____

5. Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? Yes_____ No_____

AUTHORIZATION AND RELEASE

I hereby certify that all the information provided on this application is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts will be cause for denial or termination of employment regardless of the timing or circumstances of the discovery. If employed, I agree to conform to the rules, regulations, policies, and procedures of Nettle Creek School Corporation at all times and understand that such obedience is a condition of employment.

I authorize Nettle Creek School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigator information, including an "expanded criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employees, or local, state, or federal agencies to provide Nettle Creek School Corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Nettle Creek School Corporation, its officials, employees, trustees or agents, or against any provider of such information.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.

Signature: _____

Date: _____

Print Name: _____