

FRANKLIN COUNTY CAREER & TECHNOLOGY CENTER

Application for Substitute Teaching Positions

(PLEASE PRINT OR TYPE)

Substitute Instructor Application

NAME

LAST

FIRST

MIDDLE

SOCIAL SECURITY NUMBER¹

PRESENT ADDRESS

STREET

(AREA CODE) TELEPHONE

CITY

STATE

ZIP CODE

PERMANENT ADDRESS

STREET

(AREA CODE) TELEPHONE

CITY

STATE

ZIP CODE

E-MAIL ADDRESS (IF AVAILABLE)

LIST, IN ORDER OF PREFERENCE, THE VOCATIONAL AREAS/SHOPS FOR WHICH YOU ARE APPLYING:

1. _____ 2. _____ 3. _____

CERTIFICATIONS

(LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES OR LIST ANY OTHER CERTIFICATIONS THAT YOU MAY HAVE AQUIRED IN YOUR AREA OF SPECIALITY.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

HAVE YOU ACQUIRED TENURE IN PENNSYLVANIA? _____

IF YES, IN WHAT SCHOOL DISTRICT? _____

DATE AVAILABLE FOR EMPLOYMENT _____

ARE YOU WILLING TO SUBSTITUTE OUTSIDE OF YOUR AREA OF SPECIALITY, IF ANOTHER SHOP IS OPEN? YES NO

CAN WE CONTACT YOU FOR WORK AT 6:00AM? YES NO

ARE YOU AVAILABLE TO WORK ON ANY DAY OF THE WEEK? YES NO

IF NOT, PLEASE CIRCLE THE WEEKDAYS THAT WOULD BE BEST FOR YOU TO WORK: MON /TUES /WED /THURS/ FRI

¹ Federal Privacy Act [5 U.S.C.§552A NOTE] Statement. Authority for requesting social security account numbers: Public School Code of 1949 [24 P.S. § 12-1212, 24 P.S. § 1224] Principal Purpose: To verify certification. Other Purposes: Revised (01/25/10)

EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR/ SPECIALTY	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
TRADE SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
OTHER				

TEACHING/WORK/MILITARY EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:

Please list activities that you are qualified to supervise or coach:

Identification and collection of criminal/disciplinary records for certified educators. Disclosure: Mandatory. Failure to provide the Social Security Number will result in an applicant not being considered for employment.

If you have not been previously employed in a teaching position, please complete the following:

STUDENT OR PRACTICE TEACHING

SUBJECT/CLASS TAUGHT	LOCATION OF TRAINING	1. SCHOOL OR COMPANY 2. CLASS SUPERVISOR
		1.
		2.
		1.
		2.
		1.
		2.

REFERENCES

References should include educators and employers who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| Were you ever convicted of a criminal offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Are you currently under charges for a criminal offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within the last ten years, have you been fired from any job for any reason? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Within the last ten years, have you quit a job after being notified that you would be fired? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Have you ever been professionally disciplined in any state? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission. | | | | |
| Are you subject to any visa or immigration status, which would prevent lawful employment? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

ACT 114 COMPLIANCE (Background Checks of Prospective Employees)

Act 114 of 2006 specifies that all applicants for employment with public and private schools including employees of independent contractors, but excluding employees who do not have direct contact with students undergo background checks. See the PA Dept of Education website for more information. As of April 1, 2007, the following three background checks are required:

1. FEDERAL CRIMINAL HISTORY RECORD INFORMATION (CHRI)

The Pennsylvania Department of Education (PDE) has outlined procedures for obtaining the federal criminal history record information from the FBI. Those procedures changed as of December 1, 2008. The new procedures and the process for obtaining the Records Check are available at the PDE website. In addition, Frequently Asked Questions and Answers are also included to assist applicants with the process.

2. ACT 34 COMPLIANCE (Background Check of Prospective Employees)

Each Pennsylvania resident must submit with his/her employment application a copy of a report of Criminal History Record Information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. Each out-of-state applicant must submit with his/her application for employment a copy of a federal criminal record history from the Federal Bureau of Investigation. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

3. ACT 151 (PA Child Abuse History Clearance)

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of the Franklin County Career & Technology Center may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

Date **Signature of Candidate (in ink)**
[Must be original]

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

ESSAY

We are interested in your ability to organize and express thoughts on specific topics in a succinct manner. Please write a brief essay on each of the topics below, in the space provided on this page.

1. What is your reason for deciding to enter the substitute teaching profession?
2. Give a brief statement of your reason for wanting to teach at the Franklin County Career and Technology Center.
3. What are some of your personal hobbies and special interests?
4. Please describe any professional organizations that you may belong to and any positions or offices that you may have held.
5. Please name and describe any books or articles of an educational, scientific, or literary nature which you have written. You can include both published and unpublished materials.

Signature _____ **Name** _____