

Genesee Joint School District No. 282

330 West Ash Street – PO Box 98 – Genesee, ID 83832-0098
 DISTRICT OFFICE (208) 285-1161 – SCHOOL OFFICE (208) 285-1162 – FAX (208) 285-1495
APPLICATION FOR CERTIFIED AND NON-CERTIFIED SUBSTITUTE POSITIONS

Social Security #: _____
(The disclosure of an applicant's social security number is optional)

(last name) _____ (first name) _____ (initial) _____ (former name) _____

Present address _____ Telephone (____) _____ - _____
(number, street, apt.)
 _____ Alt. Phone (____) _____ - _____
(city, state, zip code)
 Application Date _____

In case of emergencies, contact: _____ Telephone (____) _____ - _____

- I am interested in substituting for:
- | | |
|--|--|
| <input type="checkbox"/> <i>Certified Teachers</i> | <input type="checkbox"/> <i>Non-Certified Employees</i> |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Aides/Instructional Assistants |
| <input type="checkbox"/> Secondary | <input type="checkbox"/> Office Staff, Secretaries, etc. |
| | <input type="checkbox"/> Food Services |
| | <input type="checkbox"/> Custodial Services |
| | <input type="checkbox"/> Maintenance and Grounds |

Availability: (Days of the week, mornings, etc.) _____

Teaching credentials/licenses you have which are currently valid: **Idaho** ___ **Yes** ___ **No**

State Issuing	Type of Certificate	Subject Area(s)	Date of Expiration

note: attach a copy of valid certificate to application.

Highest degree: ___ High School ___ AA ___ BS/BA ___ MS/MA ___ PhD/EdD

Please complete the following for substituting:

SUBJECT PREPARATION: (use the following to indicate your level of competence in each class area below.)

<u>CODE</u> <u>LEVEL OF PREPARATION</u>	<u>CODE</u> <u>LEVEL OF PREPARATION</u>
A Could teach without direction.	D Could direct class in an emergency.
B Could teach with specific lesson plans.	E Unwilling to substitute in the subject.
C Could direct the class in planned activities.	

Please code every area below using the codes above (A, B, C, D, or E)

- | | | | |
|------------------------|----------------|------------------|------------------|
| ___ CHEMISTRY | ___ CALCULUS | ___ KEYBOARDING | ___ CHOIR |
| ___ BIOLOGICAL SCIENCE | ___ GEOMETRY | ___ COMPUTERS | ___ BAND |
| ___ EARTH SCIENCE | ___ SPEECH | ___ BUSINESS ED. | ___ AGRICULTURE |
| ___ PHYSICAL SCIENCE | ___ DRAMA | ___ SPECIAL ED. | ___ TITLE 1 |
| ___ PHYSICS | ___ LIBRARY | ___ SPANISH | ___ HEALTH |
| ___ MATH 7/8 | ___ ENGLISH | ___ ART | ___ HISTORY |
| ___ ALGEBRA | ___ ACCOUNTING | ___ HOME ECON. | ___ GEOGRAPHY |
| ___ GRADES K-3 | ___ GRADES 4-6 | ___ MUSIC | ___ PHYSICAL ED. |

Please complete the following for both certified and non-certified substitute positions:

EXPERIENCE: (Provide dates of employment, positions held, subject area(s) taught, your immediate supervisor's name, the school/business name and address, and a telephone number.)

- 1. School/business _____ Address _____
Phone _____ Dates of Employment _____
Supervisor's Name _____ Position _____
Describe work performed (*subject(s) taught, etc.*) _____
- 2. School/business _____ Address _____
Phone _____ Dates of Employment _____
Supervisor's Name _____ Position _____
Describe work performed (*subject(s) taught, etc.*) _____
- 3. School/business _____ Address _____
Phone _____ Dates of Employment _____
Supervisor's Name _____ Position _____
Describe work performed (*subject(s) taught, etc.*) _____

REFERENCES: Give at least three references who have first-hand knowledge of your ability to perform the type of work for which you are now applying. Include principals or supervisors with whom you are now working.

- 1. Name _____ Official Position _____
Address _____ Phone _____
- 2. Name _____ Official Position _____
Address _____ Phone _____
- 3. Name _____ Official Position _____
Address _____ Phone _____

The Genesee Joint School District No. 282 has my permission to contact the above references by telephone if further information is required.

Signature _____

Print/Type Name _____

ADDITIONAL COMMENTS OR OTHER AREAS OF INTEREST:

Persons hired as employees of the Genesee Joint School District No. 282 will be required to verify employment eligibility, as required by Title 8, United States Code, Section 1324A. Fingerprinting and background checks are also required at the employee's expense.

*Genesee Joint School District No. 282 is an equal opportunity employer-educator.
Applications from all qualified individuals are considered.*

Office use only –
Background check clearance: ___yes ___no
Driver's license copy: ___yes ___no

I-9 Requirement completed: ___yes ___no
Social Security card copy: ___yes ___no

W-4 completed: ___yes ___no
Date sent to principal: _____