



Date _____

SUBSTITUTE TEACHER EMPLOYMENT APPLICATION

Name _____ Phone _____

Address _____ E-Mail _____

Grade Level Preference: Elementary School _____ Middle School _____ High School _____

Certification (if applicable)

Teaching License # _____ Expiration Date _____ TRF # _____

College Degree & Major _____

Substitute Teacher Certificate # _____ Expiration Date _____

Education

Name and Location of School	Last Year Completed				Graduated Yes/No
	9	10	11	12	
High School:					
College:	1	2	3	4	
Other:	1	2	3	4	

Work Experience

Employer	Address	Dates Employed

If presently employed, may we contact your employer? Yes_____ No_____

Professional References (No relatives, please)

Name	Address	Phone	Position

Additional Information: Please provide any additional information which you feel may be useful or necessary for the school to know in evaluating your application for employment.

To be considered for employment, you must answer each of the following questions:

1. Are you presently or have you ever been under investigation or under a procedure to consider your discharge for misconduct? Yes_____ No_____
2. Have you ever been reprimanded, disciplined, discharged or asked to resign from a prior position? Yes_____ No_____

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of sexual contact with another person, or mishandling of funds or of criminal conduct? Yes____ No____
4. Have you ever been charged with, pleaded guilty or “no contest” to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude? (i.e. murder, rape, swindling, indecency with a minor) Yes____ No____
5. Have you ever been convicted of a crime other than a minor traffic offense, or ever entered a plea of guilty or a plea of “no contest” or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? Yes____ No____

If you have answered “yes” to any of Questions 3, 4 or 5, please explain in detail, including the date of the charge, the court action, the offense in question and the address of the court involved. Explain these circumstances on a separate sheet of paper and attach it to this application.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying.

Your signature below constitutes authorization to check your employment history, including without limitation, evaluations and reference checks. It further authorizes those persons, agencies or entities that Northwestern Consolidated School District of Shelby County contacts in connection with your employment application to fully provide any information on the matters set forth above. You expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy or interference with contractual relations that you might otherwise have against Northwestern Consolidated School District of Shelby County, its agents and officials or against any provider of such information.

I certify that the information on this application is true and complete to the best of my knowledge. I understand that false or misleading information given on my application or in an interview may be sufficient cause for dismissal.

Signature of Applicant

Date

Northwestern Consolidated School District of Shelby County does not discriminate on the basis of Protected Classes, race, color, national origin, gender (including sexual orientation and transgender identity), disability, age, marital status, genetic information, or any other legally protected category.

For inquiries regarding compliance as well as grievances on the above assurances, contact:
Superintendent, 4920 W. 600 North, Fairland, Indiana, 46126 or
Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Return Application to: Northwestern Consolidated School District of Shelby County
4920 W. 600 North
Fairland, IN 46126
(317) 835-7461