

Substitute Teaching Application

Crawfordsville Community School Corporation 1000 Fairview Avenue Crawfordsville, IN 47933

The Crawfordsville Community School Corporation is an **Equal Opportunity Employer** who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression. The Corporation prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination. No question on this form is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

All substitutes and teacher aide positions require a minimum of 60 credit hours beyond a high school diploma. It is expected that applications and other supportive materials (copy of Indiana Substitute Teaching Permit or Indiana Teaching License) will be received in compliance with application.

1. POSITION DESIRED: _____

2. PERSONAL INFORMATION:

Name _____

Present Address _____ Phone (_____) _____

City _____ Cell (_____) _____

State _____ ZIP _____ E-mail _____

Permanent Address _____ Phone (_____) _____

City _____ State _____ ZIP _____

Please designate which level(s) you prefer by checking all that apply.

- Preschool Elementary (K-5) Middle School
 High School

My fields of qualification are listed below.

- I have 60 credit hours from an accredited institution of higher education
 I already have a substitute teacher permit and will present it before being placed on the substitute list.
 I possess a teaching certificate valid in the State of Indiana
 I will present my teaching certificate to the school corporation before being placed on the substitute list.
 My teaching certificate is already on file in your office.
 My teaching certificate is in process, and I will forward a copy to the school corporation within two months of the application date or my name will be removed from the substitute list.

Secondary Teaching Subjects: _____

Comments: _____

3. EDUCATION:

Name of School and Location	Date Entered	Date of Degree	Degree	GPA	Major Certification	Minor Certification
High School						
College-Undergraduate						
College-Graduate						

4. EXPERIENCE: List in chronological order beginning with present position.
 (Show evidence of experience in instructing or supervising children. Examples would be licensed day care, cadet teaching, teacher aide, or youth groups)

School and District	Date From To	Type of Position	Reason for Leaving

5. REFERENCES:

We use RefLynk, an online system, to facilitate gathering your personal and professional references. We advise that you contact your references and prepare them for an email from RefLynk which will contain a link for a reference survey and to check their junk mail to ensure receipt and a quick response.

6. HONORS AND DISTINCTIONS: List honors, awards, commendations, elective or appointed offices held, or other distinctions received.

Date	(Include source or institution, etc.)

7. PROFESSIONAL MEMBERSHIPS, AFFILIATIONS, AND/OR COMMUNITY ACTIVITIES:

Organizations	Leadership Role	Remarks

8. MILITARY EXPERIENCE: Date of Entry _____ Date of Separation _____

9. PRESENT CONTRACTUAL RELATIONSHIP:

Length of Present Contract _____ Expiration Date _____

Present Salary _____ Date Available _____

10. SPECIAL QUALIFICATIONS: What special qualifications do you feel you have for this position?
(Use separate sheet if needed.)

11. DESCRIBE YOUR EDUCATIONAL AND TEACHING PHILOSOPHIES:

(Use separate sheet if needed.)

12. SHOULD THIS APPLICATION BE TREATED AS CONFIDENTIAL WITH REGARD TO YOUR PRESENT EMPLOYER?

YES

NO

All interested persons who have not previously been approved for substitute teaching in the Crawfordsville Schools should arrange an interview with the Superintendent or designee to discuss their qualifications.

REQUEST FOR BACKGROUND INFORMATION

Jobs with the Crawfordsville Community School Corporation involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants for employment are expected to provide us with this information; you are not being singled out for closer inspection. This is part of the Application itself and any misrepresentation or omission of fact may be grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you on this Application is not an automatic bar of employment. The School District will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening conduct, and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

* * * * *

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? YES _____ NO _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? YES _____ NO _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

3. Have you ever been investigated for, charged with or plead guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor which has not been expunged or sealed by a court? YES _____ NO _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

4. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program which has not been expunged or sealed by a court? YES _____ NO _____
If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize Crawfordsville Community School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited 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 Crawfordsville Community 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, INFLECTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGENTS, OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

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

SIGNATURE

DATE

PRINTED OR TYPED NAME