

EAST LYME PUBLIC SCHOOLS



*East Lyme Public Schools*

P.O. Box 176, East Lyme CT 06333  
860-739-3966 (Fax) 860-739-1215

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Last Name

First Name

Date

**SUBSTITUTE TEACHER APPLICATION**  
**BACHELOR'S DEGREE REQUIRED**

Applications are considered to be complete when the following has been received or completed:

1. Completed Application: \_\_\_\_\_
2. Resume: \_\_\_\_\_
3. Transcripts: \_\_\_\_\_
4. Bank Check/Money Order: \_\_\_\_\_
5. Fingerprints: \_\_\_\_\_ Fingerprinted at LEARN: \_\_\_\_\_
6. Viewed Video: \_\_\_\_\_
7. 2 Forms of Identification: \_\_\_\_\_
8. Eligibility Verification Form: \_\_\_\_\_
9. Personal Inquiry Waiver: \_\_\_\_\_
10. W4 Forms Completed: \_\_\_\_\_

Please send completed application to:

Assistant Superintendent of Schools  
East Lyme Board of Education  
P.O. Box 176, 165 Boston Post Road  
East Lyme, CT 06333

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The East Lyme Board of Education ("The Board") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Board considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or civil union party status, veteran status, sexual orientation or any other legally protected status. The Board does not discriminate on the basis of any such legally protected status in any of its educational activities or employment policies.

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Revised October 29, 2009

Substitute Teacher Application

# EAST LYME PUBLIC SCHOOLS

## PERSONAL INFORMATION

Last Name		First Name		Middle Name	
Address: Street		City		State	Zip Code
Telephone Number(s): Home		Work		Cell	
Email Address:					
Social Security #:					
School(s) of particular interest:					
Elementary (K-4) _____		Middle School (5-8) _____		High School (9-12) _____	
Subject Area(s) of interest:					
1. _____ 2. _____ 3. _____					

Are you either a U.S. citizen or an alien authorized to work in the United States?

Yes

No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?

Yes

No

If employment is offered, can you produce documentation required by law to establish work authorization and identity?

Yes

No

On what days would you be available to work? \_\_\_\_\_

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**REFERENCES**

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Give the names of three persons not related to you whom you have known at least one year (or attach references).

	<u>NAME</u>	<u>ADDRESS</u>	<u>HOME PHONE</u>	<u>BUSINESS PHONE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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**EDUCATION AND TRAINING**

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School	Location	Degree	Area of Concentration

Status of Certification (if applicable):     Current         Expired         Pending

State(s) Certification Issued and Expiration Date(s) (if applicable):

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Please indicate what type of certificate(s) you hold or is pending (e.g. initial, provisional, professional) and in what subject(s) or area(s) you hold this certificate:

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Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain:

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**Previous Employment**

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_

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Have you ever been dismissed, involuntarily terminated or forced to resign  
from any type of employment position?

Yes

No

If yes, please explain:

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**APPLICANT'S AGREEMENT AND CERTIFICATION**

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I certify that the answers given in this application are true to the best of my knowledge.

I understand that false or misleading information given in my application, resume, or during the course of my employment may result in withdrawal, or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I have read, understood and agree to the foregoing.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE**

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As part of the interview process, the East Lyme Board of Education may conduct a background check. If you are hired, The Board may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, The Board may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If The Board obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized, except that you may not be provided with a copy of a report concerning an investigation of your misconduct before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports. Your signature below authorizes The Board to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment if you are hired. Please note that if you have placed a "freeze" on your credit file in conjunction with the Connecticut law that permits such a restriction on accessing your information, you will be required to lift that freeze for The Board to obtain a credit report and to complete its employment application process. A delay in lifting the freeze may delay or halt the processing of your employment application.

To perform the background check, please provide the following information:

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_\_

Driver's License No: \_\_\_\_\_      State: \_\_\_\_\_

Print Name: \_\_\_\_\_      Former Name (if any): \_\_\_\_\_

Current Address: \_\_\_\_\_      How Long? \_\_\_\_\_

Previous Addresses (if any) for last 7 years: \_\_\_\_\_

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**AUTHORIZATION TO COLLECT BACKGROUND INFORMATION**

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I have applied for employment with the East Lyme Board of Education ("The Board"). I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of The Board to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my application, and if hired, my employment.

I authorize all previous employers, references or other persons having knowledge of my record or me to release such information to The Board, and hereby release all persons from liability for any damage that may result from furnishing such information to The Board.

A photocopy of this authorization may be accepted in lieu of the original.

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

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**CRIMINAL BACKGROUND**

THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE PERSONNEL DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to a violation of any state, federal, county or municipal law?  Yes  No  
(Do not include minor traffic violations)

**NOTE:** Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

If yes, please give information regarding the nature of the charge, the date and location of the conviction or adjudication of the charge and the final disposition of the case:

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Are any criminal charges pending against you at this time?  Yes  No  
(Do not include minor traffic violations)

If yes, please give information regarding the nature of the charge and the present status of the case:

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I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

Government agencies require periodic reports on the gender, ethnicity and veteran status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it. **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION BUT YOUR COOPERATION IN COMPLETING THIS FORM WOULD BE APPRECIATED.**

Position Applied For: Substitute Teacher GENDER: Male \_\_\_\_\_ Female \_\_\_\_\_

RACE/ETHNIC GROUP (see definitions below) (CHECK ONE):

White \_\_\_\_\_ Black or African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic or Latino \_\_\_\_\_

Native Hawaiian or Other Pacific Islander \_\_\_\_\_ American Indian or Alaska Native \_\_\_\_\_ Two or More Races \_\_\_\_\_

VETERAN STATUS (see definitions below) (CHECK ONE, IF APPLICABLE):

Recently Separated Veteran \_\_\_\_\_ Armed Forces Service Medal Veteran \_\_\_\_\_

Other Protected Veteran \_\_\_\_\_

DEFINITIONS:

**White (Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black or African American (Not Hispanic or Latino):** A person having origins in any of the Black racial groups of Africa.

**Asian (Not Hispanic or Latino):** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**American Indian or Alaska Native (Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.

**Recently Separated Veteran:** any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

**Armed Forces Service Medal Veteran:** any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

**Other Protected Veteran:** veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. To identify the campaigns or expeditions that meet the criterion identified herein, please refer to <http://www.opm.gov/veterans/html/vgmedal2.htm> or contact (301) 306-6752.

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