

BETHANY COMMUNITY SCHOOL

Submit To:
Bethany Community School
1288 Hudson Road
Summerfield, NC 27358
Phone: (336) 951-2500 E-mail: info@BCMSchool.com Fax: (336) 951-0087

Substitute Teacher Application

_____ New Applicant _____ Former Employee

PERSONAL INFORMATION

Name: _____ **Social Security #** _____
 First Middle/Maiden Last

Permanent Address: _____
 Street City State Zip

Home Phone: () _____ Office: () _____ Contact: () _____

Residence (Begin with most recent)

Address (Street, City, State)	County	Dates (Yrs./Months)

Position Applying For: (Substitute Teacher, Teacher Assistant, Secretary, Clerical, Custodian, Maintenance, Child Nutrition, Transportation, School-Age Child Care, Bus Driver, etc.)

First Choice _____ **Second Choice** _____
Third Choice _____ **Date Available For Employment** _____

CERTIFICATION INFORMATION If applicable, enclose a copy of certificate(s) or license(s).

Certification Area(s) or License(s) Held	Class	Date Expires

EDUCATIONAL PREPARATION Enclose a copy of college transcripts.

High School Attended: _____ Location: _____
 Highest Grade Completed: _____ Graduation Date _____

Name of College or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance From To

ADDITIONAL INFORMATION

Yes No If you answer yesto any of the questions below, please explain on a separate page and include in this application.
 _____ Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
 _____ Have you ever been asked to resign from a position of employment?
 _____ Have you ever been convicted of any violation of the law other than a minor traffic ticket?

Driver's License Number _____ State _____ Class _____ Issue Date _____ Expiration Date _____

Violations (Begin with most recent)

- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____

Misdemeanor Conviction

- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____

Criminal Conviction

- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____
- _____ **Date** _____

WORK EXPERIENCE List work experience chronologically.

School/Business	Address	Position/Duties	Beginning/Ending Dates Mo./Day/Yr.	Full-Time or Part-Time

REFERENCES

It is the applicant's responsibility to have the following information provided for the school system in order to be considered for employment. The names of at least three reference sources must be provided and must include current employer, if employed, or last employer, if not currently employed.

References from relatives or persons who can evaluate only your personality and character are not acceptable.

Name of Reference	Position/Relationship	Complete Mailing Address	Phone Number	
			Work	Home

May we contact your last employer? ____ Yes ____ No

RELATED ACTIVITIES

List below those school activities in which you are interested and which you are qualified to supervise, coach, or direct. Be specific about coaching experience and use another page if needed.

Other Interests: _____

The undersigned applicant/employee hereby expressly authorizes the Board of Directors, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Board of Directors, its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Directors, its members, officers, agents, or its employees, I hereby release the Board of Directors and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that any falsification of information or failure to disclose a criminal conviction shall constitute grounds for non-consideration of my application, or for my dismissal if I am employed before the falsification or failure to disclose is discovered.

Date _____ Signature _____

Bethany Community Middle School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.