



Substitute Teacher Application

Instructions

1. Download and print the Application and Release of Information forms.
2. Complete and sign **both documents** and submit them along with a copy of your resume and transcripts to:

Marie Rogers
Director of Human Resources
Pinkerton Academy
19 North Main Street
Derry, NH 03038

3. If you have any questions , call the Office of Hum an Resources at (603) 437-5222 ext. 3110 or e-mail: marierogers@pinkertonacademy.org

PINKERTON ACADEMY
Derry
New Hampshire 03038

Application of

Name: _____

Address: _____

City, State: _____ Zip: _____

Telephone: () _____

For position of

(State specific position for which you are applying)

and

(if applicable)

(State any sports or activities you are qualified and willing to coach or advise.)

Briefly explain your participation/experience in the athletic or extracurricular activity (or activities) that you have listed above, so that we may more accurately assess your ability to coach or advise:

Date Submitted

Pinkerton Academy subscribes to and complies with Public Law 94:142, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VI of the Civil Rights Act of 1964, and does not discriminate or deny services on the basis of race, color, national origin, sex, handicap, religion, marital status, or veteran's status or age.

1. Name: _____
 First Middle Last

2. Permanent Address

Temporary Address (if applicable)

_____ Street or Box Number

_____ Street or Box Number

_____ City, State Zip

_____ City, State Zip

() _____ Telephone

() _____ Telephone

3. Are you presently under contract? _____

If so, what is the date of expiration? _____

When will you be available to join the Pinkerton Staff? _____

4. Are you certified? _____ If so, in what states? _____

If so, in what subject areas? _____

If you are a college senior and have no certificate, but are (or will be) certifiable upon graduation, a letter from your college is required; this letter must verify your anticipated certifiability.

If you do not have a New Hampshire certificate, but are certifiable in this state, a letter is required from the OFFICE OF TEACHER EDUCATION AND PROFESSIONAL STANDARDS (603-271-2407) stating that you qualify and that it is being processed.

5. What was the reason for your departure from your most recent position

6. What are your salary expectations?

Minimum _____ Range? _____

7. There are two additional requirements with which you should be familiar.

A. For further consideration of your candidacy, it is essential that we receive your “placement file”, or at least your complete transcripts accompanied by two (or more) letters of reference from past or present supervisors.

B. A personal interview is required before appointment. If your written credentials are exemplary, and if your areas of strength match the Academy’s specific needs, you will be asked to visit the school and speak with school officials at least once.

8. In this space, briefly describe yourself as a person/educator and state what “special” attribute(s) you would bring to Pinkerton Academy.

9. Educational and Professional Training

	School or Institution – Name	Course	Diploma or Degree	Year of Graduation	Dates of Attendance From - To	Full or Part-Time	Semester Hours Credit (if no degree)
High School							
College							
University							
Graduate Work							
Special							

Areas of Concentration:

Undergraduate Major: _____ Semester Hours: _____

Graduate Major: _____ Semester Hours: _____

Other Significant Course Information:

10. A. Total number of years as full-time secondary school educator:

B. Teaching Experience (Include other related professional, vocational, or appropriate experience)
(Start with most recent)

Name and Address of School, Institution or Firm	Subjects Taught or Position Held	Dates To-From	Total Years

11. References: Give three references. Especially important are references from principals, department chairpersons, superintendents, and other supervisors for whom you have taught/worked, and who can attest to your competence, character, and/or scholarship.

Name	Address and Phone Number	Official Position

12. Are there any personal, legal, or other conditions which could prevent you from fully carrying out the general duties and responsibilities associated with the desired position.

(If "yes" please explain) Yes _____ No _____

13. Have you ever been convicted of a crime, where the record of conviction has not been annulled, except a minor traffic violation? (Note: A conviction record will not necessarily be a bar to employment.)

(If "yes" please explain) Yes _____ No _____

14. Miscellaneous Comments:

 Candidate's Signature

 Date Submitted

When this application has been completed fully and accurately, forward it to Pinkerton Academy.

Pinkerton Academy
Derry, NH 03038

1. I certify that I have never been convicted of a criminal offense. Further, I certify that I have never been arrested for any offense involving sexual misconduct or moral turpitude. I agree, if requested, to execute appropriate authorization to verify this.

2. I certify that the facts contained in this application are true and complete to the best of my knowledge and belief. I acknowledge and understand that the Headmaster (and/or designee), and school officials WILL BE RELYING ON the information contained in this application, and that the information is complete and accurate. I further understand and agree that, if employed, any falsified statements or any material half-truths, material misstatements or omissions on this application, without full disclosure of all relevant facts, shall be grounds for Pinkerton Academy to immediately cancel or VOID any employment contract with me, and shall be grounds to immediately terminate my employment with Pinkerton Academy.

3. I authorize Pinkerton Academy and its administrators to fully investigate all statements contained in my application and supportive documents. Further, I authorize all references listed and all previous employers to give the Academy any pertinent information they may have, personal or otherwise, relative to me and/or my prior employment. I hereby release the Academy and all other parties from any and all liability for damages I may claim to suffer as a result of their furnishing such information to the Academy's representative(s).

4. I hereby agree and promise that, if hired, I will report to the Pinkerton Academy Headmaster (or an appropriate administrator), any suspicions or information that another employee may be involved with any illegal or immoral acts.

5. If an employment offer is made, I understand that both the offer and my continued employment are contingent upon satisfactory completion of a medical examination. I consent to have the result of the required medical examination disclosed to Pinkerton Academy.

Signature

Witness

Date