

WASHINGTON CENTRAL SUPERVISORY UNION
1130 Gallison Hill Road, Montpelier, VT 05602
(802) 229-0553 FAX (802) 229-2761
SUBSTITUTE APPLICATION FORM

NAME: _____ DATE: _____

MAILING ADDRESS: _____

_____ EMAIL: _____

TELEPHONE: _____ CELL PHONE: _____

EDUCATION

(Indicate school name and city/state, as well as month/year graduated and degree held.)

HIGH SCHOOL: _____

COLLEGE(S): _____

OTHER: _____

DO YOU HAVE A CURRENT VERMONT TEACHING LICENSE? _____ (If currently
licensed to teach in Vermont, please attach a copy.)

AREAS IN WHICH YOU FEEL YOU WOULD BE COMFORTABLE SUBSTITUTING:

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

EXPERIENCE (or attach resume)

Do you have any experience teaching? _____ If so, where? _____

Do you have any experience as a substitute? _____ If so, where? _____

Briefly describe any specialized training, apprenticeship and/or skills: _____

State any additional information you feel may be helpful to us in considering your

application: _____

Please indicate any language(s), other than English, you can speak, read and/or write and

your level of fluency (i.e., fair, good, fluent): _____

Are you available to work full time _____ or part time _____? If part time, please

specify the time of day you are available (i.e., mornings, afternoons, etc.) _____

Are there any days or times that you are not available to work? If so, please list: _____

WCSU is comprised of five elementary schools (pre K-6), and one middle-high school. Please indicate the schools at which you would consider substituting by checking next to the name of the school. U-32 gives preference to those with a degree.

BERLIN ELEMENTARY _____ CALAIS ELEMENTARY _____ DOTY (Worcester) _____

RUMNEY (Middlesex) _____ EAST MONTPELIER _____ U-32 _____

WASHINGTON CENTRAL _____ PRESCHOOL _____

BAC KG RO UND

We take the safety of our children very seriously. All required background checks will be done as a prerequisite to employment. Employment offers are subject to completion of criminal record and background investigations.

Please note: Intentional failure to fully disclose information related to your criminal conviction record will result in withdrawal of your application from further consideration, or termination of your employment. If no disclosure is discovered, and you assert that your failure to provide complete details was not intentional, you will be required to show that your failure to disclose resulted from misunderstanding or inadvertence.

Have you ever been convicted of a crime or misdemeanor or substantiated charges of child/adult abuse or neglect? _____

Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge? _____

Are there any charges pending against you in any jurisdiction at this time? _____

Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges? _____

If the answer to any of the above questions is "yes," explain the circumstances of the conviction fully, including the specific charge, date, location of the offense and the court, and disposition of court proceedings. Attach a separate piece of paper if necessary.

I hereby state the information contained on this application form is complete and accurate, and I understand that false information may be cause for dismissal if it is discovered after hire. I will cooperate with further background checks by providing fingerprints and releases necessary to obtain any other information, including court and law enforcement records, necessary to verify the information provided on the application.

REFERENCES

Please list name, address and phone number of at least three references (and attach letters of reference if available) that we can contact. (Daytime phone numbers are helpful.)

1. _____
2. _____
3. _____

Applicant's signature

Date

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an equal opportunity employer.

Copies to:

☐ Berlin ☐ Calais ☐ Doty ☐ E Montpelier ☐ Rumney ☐ U-32 ☐ WCSU