

Office Use Only
May ___ May Not ___ Hire
Certified _____ Not _____
SDE Approved _____

SUBSTITUTE TEACHING APPLICATION

All sections must be completed in order for this application to be considered, whether you included a resume or not. Please TYPE or PRINT. State law requires at least a Bachelor's Degree or waiver.

Name: Last _____ First _____ M.I. _____

Address: _____

Telephone: _____ **Social Security:** _____

I. PLEASE CIRCLE GRADE(S) AND LOCATION(S) YOU WISH TO SUBSTITUTE:

ELEMENTARY/MIDDLE SCHOOL:

Grades PK,K,1,2,3,4,5/6,7,8

Locations: ECC/Moosup/Memorial/Shepard Hill/Central

Grades or subjects you are able to teach in order of preference:

1. _____
2. _____
3. _____
4. _____

HIGH SCHOOL:

Grades 9, 10, 11, 12

Locations: Plainfield High, Alternative H.S.

Course work you are able to teach in order of preference:

1. _____
2. _____
3. _____
4. _____

II. PERSONAL DATA:

1. Citizen of the United States? _____ If not, what Country? _____

2. General Health? _____

3. Are you presently employed? _____ If so, where? _____

4. What does your work involve? _____

III. AUTHORIZATION:

If this application is approved for substitute teaching photocopies of transcripts and/or a teaching certificate must be forwarded to the Superintendent's Office within two weeks. The candidate must then make an appointment with the administrator of each school in which he/she would like to substitute in order that a brief interview may be held.

Superintendent's Signature: _____ Date: _____

IV. AVAILABILITY:

Starting _____ Preferred Day(s) of Week _____
Partial Day _____ Full Day _____ Either _____

V. CERTIFICATION:

- 1. Have you ever had a teaching certificate revoked? _____
 - 2. Do you have a Connecticut Certificate? _____ (Please list below)
- CONNECTICUT TEACHING CERTIFICATE HELD (OR APPLIED FOR):
(Certification is the responsibility of the candidate.)

Area of Certification	Held Since	Applied For On	Expiration Date	(Type: e.g. Initial Provisional, etc.)

3. OUT OF STATE CERTIFICATION (State): _____

Area of Certification	Held Since	Applied For On	Expiration Date	(Type: e.g. Initial Provisional, etc.)

VI. EDUCATIONAL PREPARATION:

Date Attended	College/ University	State	Major	Minor	Degree(s)	Date(s) Graduated

CREDITS:

- 1. **Total** semester hours of credit in **major** area(s)? _____
Undergraduate _____ Graduate _____
- 2. **Total** semester hours of credit in **minor** area(s)? _____
Undergraduate _____ Graduate _____
- 3. Total Graduate semester hours of credit beyond the BA/BS? _____

VII. TEACHING EXPERIENCE:

Dates		School	Location		Position (Grades or Subjects)
From	To		City	State	

VIII. Please list your professional or student organizations.

IX. OTHER EXPERIENCE RELATED TO WORKING WITH YOUTH: Summer Occupation, Social Service, Recreation, Peace Corps, Scouting, etc.

Dates	Firm/Institution	Location	Position

Connecticut's Public Act 93-328 -- An Act Concerning Applicants For School Employee Position
 The Plainfield Public School System has the responsibility to comply with Federal and State mandated regulations. We ask your cooperation in completing the following to help us meet the requirements pursuant to Connecticut General Statute 54-56g.

1. Were you ever known by **any other name**? If yes, please list the name(s) below.

- Yes No

2. Have you ever been **convicted of a crime**, either within or outside of Connecticut?

- Yes No

If yes, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach to this form.

3. Are any criminal **charges currently pending** against you either within or outside the State of Connecticut?

- Yes No

If yes, identify the jurisdiction in which such charges are pending, the nature of the charges and an explanation on a separate sheet of paper and attach it to this form.

I understand that if I am employed by the Plainfield Public Schools, I will be required to submit to a state and national criminal history check within a period of 90 days from my date of employment and I will be required to submit to fingerprinting for purposes of submitting my fingerprints to the Federal Bureau of Investigation for a national criminal history records check. I further understand and agree that if I have been convicted of a crime which has not been disclosed to the Plainfield Board of Education, the Board may immediately terminate my contract of employment in accordance with the provisions of Public Act No. 93-328.

I hereby authorize any and all law enforcement agencies, current and former employers, and academic institutions to supply any applicable information regarding my background to the Plainfield Board of Education and to its agents, and I hereby release all such former employers, law enforcement agencies, and academic institutions, their agents and employees from any liability arising from supplying and the use of such information.

I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application for employment and I understand that any omission and/or falsehood made by me on this application will be sufficient grounds for denial of employment or for my discharge should I become employed by the school district.

 Applicant's Signature

 Date

X. POLICY Regarding the FINGERPRINT LAW: (PA93-328)

The Plainfield Board of Education uses the EASTCONN Regional Substitute Registry for the State mandated criminal history check. Your cost is \$48.00. Once fingerprinted by EASTCONN's registry you are covered for 36 northeast communities. Directions:

1. CALL EASTCONN at 455-0707 to make an appointment (8:30 a.m. to 4:00 p.m.).
2. Bring:
 - a) EASTCONN Fingerprint Requisition Form.
 - b) Two forms of identification, including one with a photo;
 - c) Two checks of \$24 in the form of a certified bank check or money order made payable to "FBI" and \$24 made payable to EASTCONN.
 - d) Social Security number and date and place of birth.

NOTE: If you can produce complete documentation of fingerprinting and a criminal background check from another valid source it may be accepted by the superintendent.

XI. STATE LAW Regarding SUBSTITUTE TEACHING:

Sec. 10-145d-126. Substitute Teacher Authorization

a) Required

Whenever a board of education employs a teacher as a temporary substitute for a certified staff member, and the teacher does not either hold a valid certificate or have a permanent or standard certificate which has not been converted to a professional certificate, the substitute shall, except as otherwise provided in this section:

- 1) Hold a bachelor's degree from an approved institution, or
- 2) Have graduated from an accredited normal school.

b) Validity of authorization

Substitute teacher authorization shall permit the teaching of elementary and secondary subjects, in the employ of any one board of education. It shall not authorize service for administrative, supervisory or special service positions. Substitute teaching experience shall not be acceptable for purposes of meeting teaching experience requirements for certificates issued under these regulations.

c) Duration of authorization

- 1) Substitutes who hold a current certificate or a standard or permanent certificate which has not been converted to a professional certificate, may serve in the employ of any one board of education for more than 40 days per year, except as otherwise provided in this section.
- 2) An employing agent of a board of education wishing to employ a substitute who does not hold a current certificate or a permanent or standard certificate which has not been converted to a professional certificate beyond the forty-day period, shall apply to the teacher certification office for special extended substitute authorization. Requests on such forms as required by the state department of education for such extended coverage shall be made only when an unexpected emergency situation arises.

PLEASE RETURN TO:

Mr. Kenneth Di Pietro, Superintendent
Plainfield Public School
651 Norwich Road
Plainfield, CT 06374