

COMMERCE CITY SCHOOL
P.O. BOX 29
COMMERCE, GA 30529

SUBSTITUTE TEACHER

Name: _____
(Last) (First) (Middle or Maiden)

Home Address: _____
(Number/Street) (City) (State) (Zip)

Home Phone: (_____) Cell Phone: (_____) _____

Social Security Number: _____ E-Mail Address: _____

Have you attended a Substitute Training Workshop within the past 5 years? ____ No ____ Yes Date _____
If yes, please attach a copy of your certificate.

Circle the grade level in which you wish to work:

K 1 2 3 4 5 6 7 8 9 10 11 12 Any Grade

Educational and Training Background:

High School Attended _____ From _____ To _____ Graduation Date/Year _____

Post Secondary Education (College/University/Technical) From _____ To _____ Degree/Certificate _____

NOTE:

A Copy of Your High School Diploma, GED Certificate, or college diploma/teaching certificate must be on file in system personnel records.

Three (3) completed reference forms must be submitted prior to your being employed as a substitute teacher. References should be work related or someone familiar with your work with children. It is the responsibility of the applicant to see that references are submitted as required.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THE CERTIFICATION BELOW:

I understand that I have reasonable assurances that my name can remain on the active approved teacher list as long as I meet the substitute teacher requirements and demonstrate acceptable performance. Failure to be employed/selected as a substitute does not constitute grounds for eligibility for unemployment insurance programs.

Signature of applicant

Date

DATE APPROVED BY BOE _____

CRIMINAL CONDUCT

- (A) Have you ever been convicted of any crime, entered a pleas of guilty, nolo contendere, suffered first offender adjudication, any similar criminal, quasi criminal determination, or adjudications, other minor traffic violations?
_____ Yes _____ No

If the answer is "Yes" state the name and address of the court, the date of the alleged offense, a description of the charges, and an explanation of the final action taken, including any fines, probation, imprisonment, first offender adjudication, or similar disposition.

- (B) Have you ever been charged with any crime or been named in an indictment, accusation, or special presentment of any offense, other than a minor traffic violation? _____ Yes _____ No

Signature of Applicant/Employee

Date