



SUBSTITUTE TEACHER AND
 TEACHING ASSISTANT APPLICATION

 HOMER CENTRAL SCHOOL DISTRICT
 80 SOUTH WEST ROAD
 HOMER, NEW YORK 13077

 TELEPHONE (607) 749-1206

Substitute Application Process

1. You may submit your substitute application by leaving a copy at the High School Main Office addressed to the attention of Jeffrey Evener, Assistant Superintendent for Instruction. You may also submit an electronic copy via email to the attention of Lisa Miner, Office of Instruction Secretary at lminer@homercentral.org. Once your application has been received and reviewed, Lisa Miner will contact you to set up an interview.

2. Fingerprinting is required to work in New York State schools.
 - If you have been fingerprinted, please be sure to complete the OSPRA 102 (attached).
 - If you need to be fingerprinted, please check the homercentral.org website under the Jobs at Homer CSD link for instructions on how to obtain the information needed to complete the application.

3. Interviews will be conducted by Jeffrey Evener, Assistant Superintendent for Instruction. Mr. Evener is located in room 150 of the High School and can be reached at 607-749-1206.

NOTE: To be a substitute for a teacher, applicants must have at least two years of college experience.

Applicant's Name: _____

Certification or Tenure Area: _____

Date Submitted: _____

Application for: Substitute Teacher Substitute Teaching Assistant

OFFICE USE ONLY	
Cert Verified:	_____
Date Interviewed:	_____
Interviewed By:	_____
Approved for Hire:	Yes / No
Teacher	Yes / No
Teaching Asst.	Yes / No

HOMER CENTRAL SCHOOL DISTRICT
SUBSTITUTE TEACHER APPLICATION
please print or type

PERSONAL DATA

Last Name: _____ First: _____ MI: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____
 Social Security #: _____ Retirement Number: _____

- | | | |
|--|-------|----|
| 1. Are you a resident of Homer Central School District? | Yes | No |
| 2. Have you ever been fingerprinted for educational purposes? | Yes | No |
| 3. Do you have an existing Frontline Absence Management ID? | Yes | No |
| 4. When will you be available to start as a substitute in Homer CSD? | _____ | |

CERTIFICATION

New York State administrative and teaching certificates held:

<u>Area</u>	<u>Control Number</u>	<u>CQ, Prov. Or Perm.</u>	<u>Date Issued</u>	<u>Expiration Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Please include copies of your certification(s).*

PROFESSIONAL PREPARATION

	<u>Name & Location</u>	<u>Major</u>	<u>Credit Hours</u>	<u>Degree*</u>
Undergraduate:	_____	_____	_____	_____
	_____	_____	_____	_____
Graduate:	_____	_____	_____	_____
	_____	_____	_____	_____

**Please include copies of your diploma(s).*

PREVIOUS EMPLOYERS

Please attach additional pages if necessary

<u>Name of Employer</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Dates Employed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TEACHING, STUDENT TEACHING, AND SCHOOL EXPERIENCE

<u>Name of School & Location</u>	<u>Grades/Subjects Taught or Position</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

MILITARY SERVICE

Branch: _____ Dates of Service: _____

Rank at Discharge: _____

Type of Discharge: _____

Have you ever received tenure as a certified teacher in New York State, yes or no? _____

If yes, name the district, tenure area and year you were granted tenure. _____

REFERENCES

List three professional references, under who you have worked, who have first-hand knowledge of your character, personality and abilities.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HISTORICAL

- 1. Have you ever been convicted of a crime? Yes No
- 2. Have you ever had professional credentials revoked, suspended or annulled? Yes No
- 3. Have you ever been terminated from a position or resigned in lieu of termination? Yes No

If you answered yes to questions 1, 2, or 3 above, provide the specifics and an explanation for the response below. A yes answer to any of the above questions is not an absolute disqualification to employment, however, these factors combined with all other information collected through the pre-employment process will be included in the overall assessment towards a final decision.

AVAILABILITY

Please check the schools in which you are willing to work:

- Homer Elementary 8:30 am – 3:45 pm Homer Intermediate 8:30 am – 3:45 pm Homer Jr. High School 7:45 am – 2:56 pm Homer Sr. High School 7:50 am – 3:10 pm

Please check the days you are available to work:

- Monday Tuesday Wednesday Thursday Friday

Please list any work restrictions or area of specialty you may have _____

I declare and affirm that the statements made on the foregoing application, including accompanying statements, are complete, true and correct. I further understand that if hired for a position, any misrepresentation or omissions may result in my termination.

Signature

Date