

Application for Substitute Employment
Elbert County School System
Department of Personnel
50 Laurel Drive
Elberton, Georgia 30635

Office Use Only – Revised 12/2008 Group _____ Employee ID # _____ Pay Rate: _____ Application Rec'd: _____ Workshop Date: _____ Date Fingerprinted: _____
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Applications which do not contain adequate information will be either delayed or not processed. Applications will remain active for a period of two years. Applications and attached documents will be destroyed after two years.

POSITION(S) DESIRED

Indicate positions for which you desire substitute employment:

- Teacher _____
- Custodial _____
- Bus Driver _____
- School Nutrition _____

SECTION I. GENERAL INFORMATION

*****THIS SHOULD BE AS IT IS LISTED ON YOUR SOCIAL SECURITY CARD. THIS IS THE NAME YOU WILL BE PAID UNDER AND HOW YOU WILL BE LISTED ON THE SUB LIST!!!!**

LAST NAME FIRST NAME MIDDLE NAME

STREET ADDRESS/MAILING ADDRESS TELEPHONE NUMBER(including area code)

CITY STATE ZIP

DATE OF BIRTH SOCIAL SECURITY NUMBER

- Have you ever been dismissed from employment or been allowed to resign? _____
- Have you ever received an unsatisfactory performance evaluation from an employer? _____
- Have you been placed on disciplinary probation or been suspended from any position? _____
- Are special accommodations required for you to perform any or all job functions? _____

If the answer to any of the above is yes, you must attach an explanation.

Are you a TRS (Teachers Retirement System) retiree? _____ If yes, Retirement date? _____

I would prefer to with: Elementary School _____ Middle School _____ High School _____
Other preferences (particular school or days available) _____

How many days did you fail to attend work last year for any reason? _____
 Have you ever filed a written application for employment with the Elbert County School System? _____
 If yes, when? _____
 Have you worked for Elbert County School System before? _____
 If yes, dates of employment _____ Employed at which school _____
 If applying for the position of bus driver please provide drivers license number _____
 Class of Driver's License _____ Endorsements _____
 Can you operate a manual transmission? _____

SECTION II. EDUCATION* Please include high school and college education.

<u>Name of Institution</u>	<u>Dates Attended</u>	<u>Degree Earned</u>	<u>Major</u>	<u>Minor</u>

SECTION III. CRIMINAL BACKGROUND

Have you ever been convicted of a felony or misdemeanor, including pleading nolo contendere, or are you under investigation for any such offense, other than a minor traffic offense? Do not include minor traffic violations for which a fine of \$75.00 or less was imposed. All other convictions must be included even if they were pardoned. Yes _____ No _____

If the answer is yes you must complete the provided information.

<u>Type of Offense</u>	<u>Date</u>	<u>Name of Law Enforcement Authority</u>	<u>Disposition (Outcome)</u>

SECTION IV. EMPLOYMENT RECORD List present or most recent employer first. Include educational and non-educational work experience. **A RESUME CANNOT SUBSTITUTE FOR THIS INFORMATION HOWEVER IS ALLOWED TO BE ATTACHED TO APPLICATION.**

1. _____
 Company or School Job Title

 Address City State Zip

 Telephone Number Supervisor

2. _____

Dates of Employment		Reason for Leaving	
Company or School		Job Title	
Address	City	State	Zip
Telephone Number		Supervisor	
Dates of Employment		Reason for Leaving	

3. _____

Company or School		Job Title	
Address	City	State	Zip
Telephone Number		Supervisor	
Dates of Employment		Reason for Leaving	

SECTION V. WORK EXPERIENCE Describe experiences or skills that you feel have significantly contributed to your preparation for the position you seek. Complete this in your own handwriting.

SECTION VI. REFERENCES You must list the most recent supervisor under whom you have worked. Do not include neighbors, friends, or relatives.

1. _____

Name		Position	
Company or School		Telephone Number (including area code)	
Address	City	State	Zip

2. _____

Name		Position	
Company or School		Telephone Number (including area code)	
Address	City	State	Zip

3. _____

Name	Position		
Company or School	Telephone Number (including area code)		
Address	City	State	Zip

SECTION VII. APPLICANT'S AUTHORIZATION STATEMENT

I understand that the application, transcript, references and other data are the property of the Elbert County School System and cannot be returned. I understand that my application will remain active for two years after being removed from the substituting list. After that time my application and attached documents will be destroyed unless I submit a written statement to extend my application period for one year. By filing an application for employment with the Elbert County School System, I agree, if employed, to abide by all the policies as set forth by the Elbert County Board of Education. I authorize full investigation of the information given in this application and consent to the representatives of the Elbert County School System contacting my references, previous employers, schools attended, court officials and law enforcement authorities and other individuals. I authorize all employers, persons, schools, corporations, agencies or other entities to release information concerning me and I hereby release those parties from any and all liability whatsoever for providing such information. I understand that the Elbert County School System may investigate sources or references other than those given in this application. I acknowledge that all references will be confidential information. I understand that nothing in this employment application, in the statements or policies of the Elbert County School System or the Elbert County Board of Education or in my communications with any System or Board Official is intended to create an employment contract. No promises of employment have been made to me. I also understand that any misstatement or omission of any information requested throughout the application and interview process shall be a reason for non-employment or dismissal from employment. This is to certify that all statements contained herein are complete and accurate.

Signature of Applicant	Date
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