



Light of Christ Catholic Schools
Substitute Teacher Job Application

POSITION APPLYING FOR: Substitute Teacher

Personal Information:

Name: (last, first, middle initial)	
Address:	
Day Phone	Evening/Cell Phone
Email Address:	

Days you are available for work (circle all that apply):

Monday Tuesday Wednesday Thursday Friday

Grade Levels you *are willing* to sub for (circle all that apply): PreK K-6 7-8 9-12

Comments: _____

Education/Training: (schools attended)

Institution	Location	Major/Subject	Years completed	Graduation Degree

Any state certifications held:

Describe any specialized training you have received which would assist you in this position:

Specific Job Related Experience: *(attach an additional sheet if necessary)*

Employer	Address and Phone	Position Title/Duties	Supervisor
Dates Employed	Reason for leaving		
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Dates Employed	Reason for leaving		

Other Work Experience: *(attach an additional sheet if necessary)*

Employer	Address and Phone	Position Title/Duties	Supervisor
Dates Employed	Reason for leaving		

Have you worked at any location within the Diocese of Bismarck before? Yes No

If yes, when? _____

References: Please list four references, including two professional supervisors who have firsthand knowledge of your character, interpersonal skills and work ethic.

Name	Address	Title/Position	Dates known:	Phone Contact Info.

Activities, Honors, Publications, Professional Organizations: (Please list)

Employment:

When can you begin work?
Reason for interest in this position:

Are you Catholic? Yes No If yes, Parish: _____

If not Catholic, are you willing to support Catholic teaching and philosophy? Yes No

Conviction Statement:

“Yes” answers to the following five questions will not necessarily result in denial of employment. The Diocese will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the Diocese in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegations of drug or alcohol impairment)? You must answer “Yes” even if the matter was later dismissed, deferred, vacated, or expunged. If you answer “Yes” you must provide dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you, and the final disposition of the case (s). Yes _____ No _____ Explanation:

2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer “Yes” even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “Yes” you must provide the date of termination of employment, the name, address, and telephone number of the employer (s) and a statement of the alleged reasons for termination.
Yes _____ No _____ Explanation:

3. Have you ever had any license or certificate of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer “Yes” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.
Yes _____ No _____ Explanation:

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer “Yes” you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.
Yes _____ No _____ Explanation:

5. Have you ever been convicted of a dangerous crime against children? Yes _____ No _____. If yes, provide details, including date of conviction, court where convicted, sentence imposed, and present status of conviction.

6. Have you ever failed or refused to fulfill an employment contract with a school or diocese?
Yes _____ No _____ Explanation:

Are you legally eligible for employment in the United States? Yes _____ No _____.
(Proof of US Citizenship or immigration status will be required upon employment.)

By signing this application, I authorize you to request information concerning my education, training, experience, qualifications, and job performance from any former and/or current employer of mine, and I specifically waive any right I have to receive or examine a copy of any written communication regarding employment furnished by any former or current employer of mine.

READ THIS PARAGRAPH BEFORE SIGNING THIS APPLICATION

Every answer I have provided on this application is both complete and truthful. I understand and agree that (1) if any information is omitted from or not filled in on this application, or if any false information is furnished, the Light of Christ Catholic Schools of Excellence will reject my application; (2) if any false information is furnished, I will be ineligible for any future consideration for employment and may be subject to criminal prosecution; and (3) if I am employed by the Light of Christ Catholic Schools of Excellence, I may be dismissed from employment, criminally prosecuted, and if certified, my certificate may be revoked, if it is later determined that I have furnished false information on this application.

Signature: _____ **Date:** _____

It is the policy of the Light of Christ Catholic Schools of Excellence pursuant to the Federal and State laws dealing with equal opportunity in employment not to discriminate in hiring on the basis of age, race, gender, disability or national origin.