



Region 8 ESC Sub Service

1027 West Rudisill Blvd.
Fort Wayne, IN 46807
Phone: 260-423-0030 / 800-669-4565

East Noble School Corp.
Huntington Co. Comm. Schools

Manchester Comm Schools
Northwest Allen Co. Schools

Wabash County MSD
Whitley Co. Consolidated Schools

* An Equal Opportunity Employer *

Substitute Teacher Application

Please Print (Return your Application packet to the Corporation Administration Office - not to Region 8 ESC)

Name: _____ Date: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Cell/Alt. Phone # _____

Email Address: _____

Social Security Number: _____

CERTIFICATION - Please include a copy of License with Application

| <u>Type of License:</u> | <u>License Grade:</u> |
|-------------------------------------|-----------------------|
| Kdg / Primary Education _____ | Limited _____ |
| 1-6; 7/8 Non-Dept. (or Dept.) _____ | Reciprocal _____ |
| Jr. High / Middle School Ed. _____ | Standard _____ |
| Secondary Education _____ | Professional _____ |
| All Grade Education _____ | |
| Administration & Supervision _____ | |
| Guidance _____ | |

LICENSE INFORMATION

Do you hold a valid Indiana Substitute Certificate? () Yes () No

Do you have an Associate's Degree? () Yes () No

Do you have an active Indiana Teaching License? () Yes () No

If yes to any of the above, complete the following and attach a copy of the licensor certificate.

License Type (Regular or Substitute): _____ Expiration: _____

Teaching License # or Substitute Certificate #: _____

EDUCATION: List high school and any education beyond:

| <u>Institution</u> | <u>Dates Attended</u> | <u>Year Graduated</u> | <u>Degree/Credits</u> |
|--------------------|-----------------------|-----------------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EDUCATION-RELATED EXPERIENCES

Please list any education-related experiences (i.e. daycare work, private or public school work, church youth work, camp work, etc.)

MILITARY EXPERIENCE

| | | | |
|---------------|-----------------------|------------------------|----------------------------|
| <u>Branch</u> | <u>Induction Date</u> | <u>Separation Date</u> | <u>Total No. of Months</u> |
|---------------|-----------------------|------------------------|----------------------------|

**If applicant is employed by ENSC, HCCSC, MCS, NACS, WCMSD, WCS or WCCS, Form DD-214 will be required for military credit.*

PREVIOUS EMPLOYMENT: Please list current &/or past employers (beginning with the most recent), position held & dates of employment:

PREVIOUS EMPLOYMENT REFERENCES:

| <u>Employer</u> | <u>Supervisor</u> | <u>Address</u> | <u>Phone</u> |
|-----------------|-------------------|----------------|--------------|
| | | | |
| | | | |
| | | | |

OTHER REFERENCES: Please list four references (professional and personal):

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Relationship</u> |
|-------------|----------------|--------------|---------------------|
| | | | |
| | | | |
| | | | |

TEACHER RETIREMENT NUMBER

Do you have an Indiana Teacher's Retirement number? () Yes () No

If yes, complete the following:

1. Retirement Number: _____ Date Issued: _____
2. Have you taught at least 120 days in one year, or 60 days in 2 separate years in a TRF-covered position in the state of Indiana? () Yes () No
2. Have you been teaching or substitute teaching in any other Indiana School Corporation during the past 9 months? () Yes () No
3. Are you a retired teacher currently drawing pay from teacher retirement?
() Yes () No

BACKGROUND INFORMATION

1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you ever been asked to resign from your present employment by your employer?

Yes _____ No _____

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes _____ No _____

3. Have you ever resigned from a prior position (with or without being asked) under circumstances involving your alleged sexual contact with another person, mishandling of funds, or criminal conduct?

Yes _____ No _____

4. Are you currently subject to pending charges or investigation for sexual abuse of another person?

Yes _____ No _____

5. Have you ever pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?

Yes _____ No _____. [Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.]

6. Have you (a) ever been convicted of a crime, not a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime, not a minor traffic offense?

Yes _____ No _____

7. If you answered yes to any one of the previous six (6) questions, please explain, in detail. If charged with a crime under questions 4, 5, or 6, please indicate the date of the charge, the court action, the offense in question, and the address of the court involved: (attach additional pages if necessary)

TITLE IX COMPLIANCE STATEMENT:

It is the policy of East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County, MSD, and Whitley County Consolidated Schools not to discriminate on the basis of sex in the educational programs and activities which it operates, as provided by Title IX of the Educational Amendments of 1972, and the implementing regulations. This requirement, not to discriminate, and the policy of East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County MSD, and Whitley County Consolidated Schools extends to employment.

APPLICANT'S STATEMENT OF UNDERSTANDING

1. Conviction of a crime is not an automatic bar to employment. The School Corporation will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.
2. Any false or misleading information on this application shall be sufficient grounds to refuse to employ or, having been employed, shall be cause for disciplinary action, including immediate dismissal.
3. My signature below constitutes my authorization to the East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County, MSD and/or Whitley County Consolidated Schools to obtain and review data pertaining to my employment history, including without limitation, evaluations, criminal conviction records, references, and investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities contacted in connection with my employment application to fully provide the East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County MSD and/or Whitley County Consolidated Schools any information on the matters set forth above.
4. I expressly waive in connection with any request for or provision of such information, any claims that I might otherwise have against the East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County MSD and/or Whitley County Consolidated Schools, its agents and officials or against any provider of such information, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations.
5. The employer is an equal opportunity employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Signature

Date

♦ ♦ ♦ ♦ ♦

I certify that there are no omissions, misrepresentations or falsifications of my statements and answers made in connection with this application. I acknowledge that any falsification or misrepresentation of information, or accompanying data, may result in the rejection of this application or subsequent dismissal from employment with East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County MSD or Whitley County Consolidated Schools.

Signature of Applicant

Date

My signature below constitutes my authorization to the East Noble School Corporation, Huntington County Community School Corporation, Manchester Community Schools, Northwest Allen County Schools, Wabash County, MSD and/or Whitley County Consolidated Schools to share, at my request, my application paperwork with another Region 8 ESC Sub Service participating school district.

Signature of Applicant

Date