

WHITNALL SCHOOL DISTRICT

5000 South 116 Street

Greenfield, WI 53228

ATTN: Thomas Vogel, Director of Special Education and Human Resources

You have expressed interest in substitute teaching for the Whitnall School District. Please complete the attached forms and return to the address above.

If you are a new applicant, enclosed is a Whitnall School District application. Please complete and submit with a copy of your current teaching license. If your license needs to be renewed, a Department of Public Instruction license application must be completed. A check in the amount of \$100.00 must accompany this application to DPI. (The license application form can be obtained from District Office).

➤ **Verification that you have had a TB test taken within the last year is required.**

If you are a **returning substitute** teacher, please see that your **certification is current**. If it has expired, we will need a **copy of your renewed license**. Also forward any new information such as change of address, phone number, etc.

NAME: _____ PHONE #: _____

GRADES/SUBJECT: _____ SCHOOL REFERENCE _____

Sincerely,

Thomas Vogel
Director of Special Education & Human Resources

If you are interested in substituting in the following special assignments, please check these sections for our Special Education Department. (Note: Certification in Special Education is not necessary for short term subs.)

_____ I am interested in subbing for Special Education classes in elementary, middle school, and high school.

_____ I am interested in homebound teaching for this next school year.

NAME: _____ ADDRESS: _____

CERTIFICATION: _____ PHONE: _____

**WHITNALL SCHOOL DISTRICT
TEACHER APPLICATION**

Substitute

Name _____ Date _____

Present Address _____ S.S. # _____
Street City Zip

Permanent or Summer Address _____

Phone # _____

EDUCATIONAL: Provide high school graduated from. College: give all schools attended. List the most recent first in consecutive order.

Name of School	Address (City/Town, State, Zip)	Diploma or Degree
1.		
2.		
3.		
4.		
5.		

EARNED MAJORS: _____ **MAJOR CREDITS:** _____

EARNED MINORS: _____ **MINOR CREDITS:** _____

What teaching licenses do you hold? (List the State, area and/or level, and the code.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Others:

***Teaching Experience:** Please list all teaching experience in consecutive order with the most recent first.

Name of School	Address (City, State, Zip)	Subject or Grade Taught	Dates (From – To)
1.			
2.			
3.			
4.			
5.			
6.			

Other Teaching Experiences:

Reasons for leaving each teaching experience. Please list according to numbers above.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

References: Please list four (4) or more persons, not relatives, able to give professional and personal references pertaining to your ability in the above fields of education.

Name	Position	Address (City, State, Zip)	Phone Numbers
1.			
2.			
3.			
4.			
5.			
6.			

Are you a United States Citizen? Yes No

If no, do you have a legal right to live and work in this country? Please explain.

List all convictions (other than minor traffic violations) and all pending criminal charges. (No applicant will be denied a position because of a conviction and/or pending charge which the Whitnall School District determines is not substantially related to the circumstances of the position sought.) (List the conviction or pending charge, date, place, location and circumstances.)

1. _____
2. _____
3. _____

Please describe your plans for continuing education:

Do you have any illness, disability, or physical or mental condition which will affect your ability to work for the Whitnall School District? (check one) No _____ Yes _____

If yes, please explain and include any suggestions for how the Whitnall School District could accommodate such illness, disability, physical or mental condition.

The Whitnall School District complies with all applicable laws and regulations governing discrimination against handicapped individuals.

The Whitnall School District is an equal opportunity employer. The Whitnall School District does not discriminate in employment on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record or conviction record as required by law, per Board Policy #511 & 511R.

Applications will be kept on active status for identical positions advertised within six months of the date of the application.

Signature of Applicant

Date

AGREEMENT

READ CAREFULLY AND ACKNOWLEDGE BY YOUR WRITTEN SIGNATURE AND TODAY'S DATE

I certify that the facts set forth in this application are true, correct, and complete without misrepresentation or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I hereby release from any and all liability all representatives of the Whitnall School District for their acts performed in connection with evaluating my application, credentials, and qualifications. I hereby further authorize any party (including the companies, schools, and organizations listed in this application form) to release any information they have about me to the Whitnall School District (unless otherwise stated). I also release from any and all liability all individuals, companies, schools, and organizations (and all individuals connected with them) who provide such information to the Whitnall School District from all liability for any damage for giving this information.

I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, that the Whitnall school District may deny me employment or terminate my employment and I agree that the Whitnall School District shall not be liable in any respect if it does so. I also understand that my employment at the Whitnall School District is contingent upon the satisfactory completion of a physical examination and investigation of my work record and references. I consent to pre-employment physical examination and such future examinations as may be required by the Whitnall School District. I further understand that, if employed, any such employment is not binding on either party for any specific period of time. I have read the Whitnall School District's policy of equal employment opportunity without regard to age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record and conviction record, as required by law.

Signature of Applicant

Date