

**SCHLEY COUNTY BOARD OF EDUCATION**

**R. BRIAN HALL  
SUPERINTENDENT  
161 PERRY DRIVE  
PO BOX 66  
ELLAVILLE, GA 31806  
(229) 937-2405**

**SUBSTITUTE TEACHER APPLICATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

**EDUCATION:**

- A High School Graduated \_\_\_\_\_ 20\_\_\_\_  
(Provide a copy of diploma or copy of GED certificate)
- B College Graduated \_\_\_\_\_ Sem.\_\_\_\_ 20\_\_\_\_  
(Provide proof of graduation)
- C College - # Sem Hrs Completed \_\_\_\_\_ Sem.\_\_\_\_ 20\_\_\_\_  
(Provide transcript or teaching certificate)
- D Valid GA Teacher Certification Yes \_\_\_\_ No \_\_\_\_ (provide copy)
- E Substitute Teacher Certificate Yes \_\_\_\_ No \_\_\_\_ (provide copy)

Have you had previous employment as a para-professional? Yes \_\_\_\_ No \_\_\_\_  
[if so, what school system(s)]

\_\_\_\_\_

**PREVIOUS OCCUPATION:**

\_\_\_\_\_

Other Experiences: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

References: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Have you ever been arrested, pleaded guilty or no contest to or been convicted of any criminal offense other than a minor traffic offense? \_\_\_\_ Yes \_\_\_\_ No If so, please give detailed information below as to each offense, including, the specific offense for which you were charged, the disposition of the offense and the date, court, state, and county where you were charged.

(Attach another sheet if necessary.)

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Have you ever been terminated from a position? \_\_\_\_\_ YES \_\_\_\_\_ NO

I further agree to use the teaching plans provided by the teacher, who is out on sick, personal, or professional leave.

The above facts are true to the best of my knowledge and belief.

By filing application for employment with the Schley County School District, if employed, I agree to abide by all the policies as set forth by the Schley County Board of Education. I authorize full investigation of the information given in the application and consent to the representatives of the Schley County School District contacting my references, previous employers, schools attended, court officials, and law enforcement authorities. I also understand that any misstatement or omission of any information requested shall be a reason for non-employment or dismissal from employment.

I understand and agree to a criminal record check as provided by the policies and rules of the Schley County Board of Education. I agree to be fingerprinted by the appropriate law enforcement officials and I further agree to sign the appropriate forms which the law enforcement agency may require me to sign consenting to a criminal record check through the National Crime Information Center and the Georgia Crime Information Center. I understand that I will be considered only a temporary employee pending the outcome of a criminal record check.

NOTICE: The furnishing of false or misleading information or the intentional withholding of material facts, including facts concerning one's criminal record, will constitute ground for immediate termination of employment.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The Schley County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its educational programs, activities or in its hiring and employment practices.*