

## SUBSTITUTE COMPENSATION

**DAILY PAY**                      **FULL DAY (OVER 4 HOURS)\* = \$130.00**  
**½ DAY (4 HOURS AND BELOW)\* = \$65.00**

Certified teachers with a current teaching license, see school Director for potential pay differential.

**\*Times are based on the start and end times indicated by Mariposa Staff.\***

### LONG TERM PAY

**Long term substitute for more than 20 consecutive days please see below pay scale. \*Start of long term pay differential at discretion of Director.\***

	<b>½ Day</b>	<b>Full Day</b>
21 days or more	\$75.00	\$150.00

### PAY PERIOD/AUTOMATIC DEPOSIT

Substitutes are semi-monthly. Pay periods are as follows:

- **Pay Period** 26<sup>th</sup> through the 10<sup>th</sup> of the month **Pay Date** is the 15<sup>th</sup>
- **Pay Period** 11<sup>th</sup> through the 25<sup>th</sup> of the month **Pay Date** is 30<sup>th</sup>

All pay will be deposited into a checking/savings account on the pay dates of each month.

### ERRORS ON YOUR CHECK

Call Mariposa Academy immediately if you have not received a check or if you feel there is an error on your check. Payroll gives us only two days to resolve any discrepancies and issue you a supplemental check. If you were overpaid, we will deduct the amount from your next check.

### FINGERPRINTS

If you have done your fingerprints through WCSD and are a current sub, Mariposa Academy will allow you to work for us without having to re-do your fingerprints. If you ARE NOT fingerprinted through WCSD, Mariposa will pay for your fingerprinting upon hiring.



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## Employment Application

### APPLICANT INFORMATION

DATE: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \_\_\_\_\_ Availability (PT, FT) \_\_\_\_\_

Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S.? Yes ☐ No ☐

Will you now, or in the future, require Mariposa Academy sponsorship for employment (e.g. H-1B visa)? Yes ☐ No ☐

Have you ever worked for this company? Yes ☐ No ☐ If yes, When? \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes ☐ No ☐

I currently have the following license/endorsement:

☐ **NV TEACHING LICENSE#** \_\_\_\_\_

Endorsement \_\_\_\_\_ Grade \_\_\_\_\_ Expiration Date: \_\_\_\_\_

☐ **NV SUB LICENSE#** \_\_\_\_\_ Grade \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you currently a Sub at WCSD ☐ Yes ☐ No

### **EDUCATION**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

**REFERENCES** (Please list three professional references)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**ADDITIONAL EXPERIENCE OR QUALIFICATIONS**

Skills, Experience, Hobbies: \_\_\_\_\_

Prior Military Service: \_\_\_\_\_

Is there anything that would interfere with your regular attendance and punctuality? \_\_\_\_\_

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required document) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_