
LEE COUNTY SCHOOL DISTRICT
PO BOX 668
242 LEE AVENUE
BEATTYVILLE KY 41311
606-464-5000 (Phone)
606-464-5009 (Fax)
www.lee.kyschools.us

Thank you for your interest in a substitute teacher position with the Lee County School District. Upon completion and submission, your application will remain on file for three years. As openings occur, active files will be reviewed, applicants screened, and interviews will be scheduled.

In order to be considered for a position, please complete and submit the following items:

- *An Application for Substitute Teacher*
- Proof of education (transcript)

The following items may be submitted with the *Application for Substitute Teacher*:

- Resume
- Letters of Recommendation
- Copy of Kentucky teaching certificate (if applicable)

As a condition of employment, the successful applicant will furnish the following:

- Certificate or Emergency Certificate as provided by EPSB (If hired as an Emergency Non-Certified Substitute Teacher with less than 64 college credit hours, the applicant will complete a Character & Fitness form and participate in a training program established by the District. *Policy 03.4*)
- Physical Examination *Policy 03.111*
- Criminal Record Background Check *Policy 03.11, 03.21*
- Abuse/Neglect Check from the Cabinet for Health and Family Services *Policy 03.11, 03.21*
- Official Transcript *Procedure 03.121 AP.22*
- Pre-Employment Drug Screening (and Random Testing) *Policy 03.13251*
- Completed SSA-1945 *Procedure 03.121 AP.22*
- Completed W-4 forms and I-9 forms
- Copies of driver's license and social security card
- Other documents as required by Finance/Payroll

Per **KRS 160.380 (9)(c)**, the successful applicant must also furnish the following:

- List of states of residency, including the dates of residency
- Picture Identification

Applicants hired in substitute positions are responsible for the cost of the Criminal Background Check (\$33.25), the Abuse/Neglect Check (\$10.00) and the Pre-Employment Drug Screening (\$35.00).

Students, their families, district employees, potential employees, and the Lee County community are notified the Lee County School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, vocational programs, services, or activities. The Board of Education of Lee County hereby declares its intention to fully comply with provisions of the Rehabilitation Act of 1973, as amended (commonly referred to as Section 504). In accordance with this act, no programs, policies or practices of this agency will discriminate on the basis of a disability. Different treatment of students based on race is prohibited by Title IV. Different treatment of students based on gender is prohibited by Title IX.

APPLICATION FOR SUBSTITUTE TEACHER

DATE _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle/Maiden)

ADDRESS _____
(Street/P.O. Box) (City/State/Zip)

E-MAIL ADDRESS _____

PHONE # _____ CELL PHONE # _____

SOC. SEC. # _____ DATE OF BIRTH _____

LEVEL OF SUBSTITUTE TEACHER QUALIFICATIONS

Substitute Qualification Level	Description
<input type="checkbox"/> Certified	An Active Teaching Certificate
<input type="checkbox"/> Emergency Certified	A minimum of 64 College Credit Hours
<input type="checkbox"/> Emergency Non-Certified	A minimum of a high school diploma/ GED and up to 63 College Credit Hours; Must be 25 years of age OR enrolled in a teacher education program

Kentucky Certification(s): _____

Day(s) available to teach: _____

Grade preference(s) to teach: _____

Are you a relative of a current school board member? YES / NO

If YES, your relationship: _____
(father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law)

Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of No Contest, even if adjudication was withheld, in Kentucky or any other state? YES / NO

EDUCATIONAL DATA

	Name of School	Degree/College Hours Earned	Date Awarded
High School			
College			
College			
Graduate			
Other			

TEACHING/SUBSTITUTE TEACHING EXPERIENCE

School	Address (City/State)	Grade/Subject	Date	
			From Mth/Yr	To Mth/Yr
Total Years Experience				

WORK EXPERIENCE OTHER THAN TEACHING (Begin with most recent)

Position	Organization	Address	Supervisor	Date	
				From Mth/Yr	To Mth/Yr

REFERENCES

Name	Type	Position	Address	Phone
	Professional			
	Professional			
	Character			
	Personal			

OTHER PROFESSIONAL DATA

What unique qualities do you possess as an educator that makes you an excellent candidate for employment?

Experience with children and youth other than as teacher?

Hobbies and special interests?

Please write a brief statement as to your reason(s) for choosing to apply for this position.

SIGNATURE OF APPLICANT

I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I further authorize you to obtain additional information through personal interviews or written communication with my personal and employment acquaintances.

I understand that my filling out this application does not imply any promise of employment with the Lee County School District. I further understand that, if employed, I would be required to abide by all rules and regulations of the employer.

I authorize the Lee County School District to investigate my previous employment and to make such other investigations as may be deemed necessary. I release the Lee County School District and my current and previous employers from all liability resulting from such information.

Per KRS 160.380 (9)(a):
"FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A STATE CRIMINAL HISTORY BACKGROUND CHECK AND HAVE A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE EMPLOYEE IS CLEAR TO HIRE BASED ON NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES AS A CONDITION OF EMPLOYMENT. UNDER CERTAIN CIRCUMSTANCES, A NATIONAL CRIMINAL HISTORY BACKGROUND CHECK MAY BE REQUIRED AS A CONDITION OF EMPLOYMENT."

Per KRS 160.380 (9)(c):
Identify the states of residency, including dates of residency:

States of Residency	Dates of Residency

SIGNATURE _____

DATE _____

RETURN APPLICATION AND REQUIRED INFORMATION TO:

Lee County Board of Education
Office of the Superintendent
PO Box 668
242 Lee Avenue
Beattyville, KY 41311
(606) 464-5000 (phone)
(606) 464-5009 (fax)