

**Eastford School District**

Office of the Superintendent

P.O. Box 158

12 Westford Road

Eastford, CT 06242-0158

Date \_\_\_\_\_

**Application for Substitute Teaching**

Application for	<b>Elementary</b> (grades and/or areas)	
	<b>Special Areas</b>	
	<b>Middle School</b> (list subject preference)	
	<b>Administration</b>	

**General Instructions**

Please complete all information requested on this form - Resumes will be used to supplement but will not replace a fully completed application. Do not include extraneous or non-responsive information. If a question does not apply to you, please write "N/A" in the space provided. If you need additional space to respond, attach a separate sheet indicating the number of the section to which you are responding.

If you fail to provide complete information on this application form, or if you provide any false or misleading information here or in any part of the application process, your application will not be further considered. If you are employed by the Eastford School District, the discovery of omissions, misrepresentations or misleading information in the application process will be cause for termination of employment.

**Personal Data**

<b>Name</b> (last, first, middle)			
Please list any other name by which you have been known, if that name will be necessary to verify your identity, employment history or educational background.			
<b>Other name</b> (last, first, middle)			
<b>Other name</b> (last, first, middle)			
<b>Present address</b> (street, city/town, state, zip code)			
<b>Permanent address</b> (street, city/town, state, zip code)			
<b>Email Address</b>			
<b>Telephone (Home)</b> ( ) -	<b>Telephone (Work)</b> ( ) -		
<b>Telephone (Cell)</b> ( ) -			
<b>Where do you prefer to be contacted?</b>	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work
<b>Are you eligible to work in the United States?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**I. Professional Preparation** (Indicate all college, university and graduate study)

Level of Education	Institution and Location	Major	Minor	GPA	Type of Degree	Date Granted*

\*Dates required to confirm your information.

**II. Student Teaching Experience**

Name of School	Town/City	State	Grade level or subject	Dates

**III. Teaching Experience** (List chronologically)

Name of School	Town/City	State	Position, grade level or subject	FTE	Dates

**IV. Work Experience Other Than Teaching** (List chronologically; include military service)

Employer	Town/City	State	Type of work	Dates of Employment

**V. Certification - including teacher or administrator, Connecticut and other states**

State	Type of Certificate (Initial, Provisional, Professional)	Subject Areas/ Grade Levels	Endorsement Number	Expiration Date

Please submit a photocopy of a valid Connecticut certificate for this position.

**VI. General Information**

- o Month, day and year available for employment: \_\_\_\_\_
- o Are you presently under contract?  Yes  No If yes, where? \_\_\_\_\_
- o Are you, or have you been a tenured teacher in Connecticut?  Yes  No
- o If yes, where, and when? \_\_\_\_\_
- o Are you conversant in foreign language(s)?  Yes  No If yes, please specify: \_\_\_\_\_
- o Have you ever applied for a position with the Eastford School District?  Yes  No  
If yes, please give the date and the position for which you applied.  
\_\_\_\_\_
- o Have you ever been discharged, resigned under threat of discipline or discharge, or entered into any kind of settlement agreement with an employer whereby a disciplinary action or discharge was changed to a resignation? (If yes, please fully explain the circumstances.)  Yes  No

Please read the following before answering the next questions:

“Conviction” for this application, means a final judgment or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgment or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are **not required to disclose** any arrest(s), criminal charge(s) or conviction(s) the record(s) of which have been **erased under law**. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolle, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon. Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath. A history of criminal conviction(s) will not necessarily bar consideration of employment. Factors such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account. Should you have any questions about answering questions on this application, or your rights concerning erased records, please contact the Superintendent.

- o Have you ever been convicted of a crime? If yes, please explain.  Yes  No
- o Are there any criminal charges currently pending against you? If yes, please explain.  Yes  No
- o Have you ever had a complaint or lawsuit against you for any action taken in the course of your employment, or for any action outside of your employment based on alleged injury, risk of injury, threatening or other misconduct toward another person. If yes, please explain.  Yes  No

Connecticut Public Act 11-93 requires every Connecticut School District to request that all applicants disclose whether he/she is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families, or an equivalent database maintained in another state if the applicant’s current or most recent employment occurred outside the state of Connecticut.

- o Have you been added to the Connecticut Department of Children and Families’ Abuse and Neglect Registry? If yes, please explain.  Yes  No
- o Persons applying for a certified position within the Eastford School District are required to submit to a record check for information maintained on the Connecticut Department of Children and Families’ Abuse and Neglect Registry concerning the applicant. Do you authorize the Eastford School District to check the Connecticut Department of Children and Families’ Abuse and Neglect Registry for any information pertaining to you?  Yes  No
- o If your current or most recent employment occurred outside the state of Connecticut, may the Eastford School District cross reference your information with the abuse and neglect registry of a Department of Children and Families equivalent state agency in that previous state?  
 Yes  No  N/A

**VII. References** Please list three persons, other than family members, who are familiar with your professional competence. Any letters of reference from these persons must be forwarded directly to the Eastford School District. If you are a finalist for a position, these references will be contacted.

Name	Position	Complete Address	Telephone

If you have placement credentials available at a college placement office, please have the credentials forwarded to Eastford School District, P.O. Box 158, Eastford, CT 06242-0158.

**VIII. Additional Information**

To be considered, a completed application must consist of the following:

1. Letter of intent
2. A completed application form
3. A current resume
4. Copies of graduate and undergraduate transcripts showing GPA

Mail or deliver this application and related materials to:

Superintendent of Schools  
 Eastford School District  
 P.O. Box 158  
 Eastford, CT 06242-0158

ACKNOWLEDGEMENT and CERTIFICATION

I understand that, at some point in the selection process, some or all the information contained in this application could become public and that the facts set forth herein are subject to verification. I have answered all the above questions to the best of my ability. I hereby certify that there are no omissions of any kind, and no misrepresentations or falsifications, and that the above answers are true and accurate and are made in good faith. I understand and acknowledge that, if I am considered or hired by the Eastford School District, any omission I have made or misrepresentation or falsification, may be grounds to discontinue further consideration of my application, or for immediate termination of my employment if already hired. I also understand that, should I become a finalist, I will be asked to sign an authorization for release of information in order to be considered for a position. It is the intent of such authorization to provide full and free access to information for the specific purpose of pursuing a background investigation which may provide pertinent data for the Eastford School District to consider in determining my suitability for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Equal Opportunity Employer: The Eastford Board of Education is an equal opportunity employer with respect to all full-time and part-time employees. The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or veteran status, except in the case of a bona fide occupational qualification.**

**If you require reasonable accommodation to complete this application and/or any other aspect of the selection process, please contact the Superintendent of Schools.**