

USD 315 Substitute Application

USD 315 Colby Public Schools
 600 West Third Street
 Colby, Kansas 67701-1901
 (785) 460-5000

Name: _____

Address: _____

Telephone Number: _____ Social Security Number: _____

Do you have a current Kansas Teaching Certificate: YES NO
If yes, please attach a copy of the certificate to this application.

If no, have you applied for an emergency substitute certificate? YES NO
 Date Applied: _____

List subjects/grade levels in which you are willing to substitute teach:

Would you be willing to substitute for a paraprofessional position? YES NO

PREVIOUS EMPLOYMENT: beginning with most recent

| | | | | |
|----------|------------------|--|--------------------|--|
| 1 | Employer | | Position | |
| | Address | | Duties | |
| | Telephone | | Starting Salary | |
| | Employment Dates | | Ending Salary | |
| | Supervisor | | Reason for Leaving | |

| | | | | |
|----------|------------------|--|--------------------|--|
| 2 | Employer | | Position | |
| | Address | | Duties | |
| | Telephone | | Starting Salary | |
| | Employment Dates | | Ending Salary | |
| | Supervisor | | Reason for Leaving | |

PERSONAL/CHARACTER REFERENCES:

| | | | | |
|----------|-----------|--|---------------------------------------------------------------------------------------------------|--|
| 1 | Name | | Length of Acquaintance | |
| | Address | | Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.) | |
| | Telephone | | | |

| | | | | |
|----------|-----------|--|---------------------------------------------------------------------------------------------------|--|
| 2 | Name | | Length of Acquaintance | |
| | Address | | Relationship to You NO Relatives Please (i.e. friend, co-worker, neighbor, banker, etc.) | |
| | Telephone | | | |

1. Have you ever been convicted of a crime, other than a minor traffic violation?

Yes
No
2. Have you ever been convicted of a felony or a crime involving dishonesty, a controlled substance or a child?

Yes
No
3. Have you ever entered into a criminal diversion agreement after being charged with any offense described in question #2?

Yes
No
4. Are criminal charges pending against you in any state involving any of the offenses described in question #2?

Yes
No

If you answered YES to any of the questions listed above, please explain:
 (Use additional paper if necessary.)

I certify that all the information provided by me is current, complete, and true. I understand that if I am employed by USD 315, any misstatement or omission of fact on this application is grounds for refusal to hire or, if I am employed, may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I hereby authorize my former employers, personal/character references, and any law enforcement agency to release to USD 315 any information about me, including but not limited to, student, personnel, and/or military records, personal history, employment history, and criminal history, including misdemeanor and/or felony arrests and conviction records. I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.

I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

I understand that if I am offered provisional employment in the school district that in accordance with Senate Bill No. 432, my fingerprints may be taken and a request made for a state and national criminal background check. I further understand that if the results of this criminal history check reveal that I have been convicted of any offense or any attempt to commit any offense specified K.S.A. 1999 Supp. 72-1397, and amendments thereto, that my employment may be terminated by the employing board of education.

A photocopy of this authorization shall serve the same purposes as the original, and constitutes a waiver by the undersigned of any privilege existing by law as to such information or records furnished as provided herein.

APPLICANT (Please have a notary witness your signature. The USD 315 district office provides this service free of charge if you want to stop by the office at 600 West Third, Colby, KS. Notary services are also available at banks, attorney offices, courthouses, some grocery stores, etc.)

DATE

State of _____ County of _____

Signed or attested before me on _____ day of _____ 20____, by

 Signature of Notary

 My Appointment Expires

Please return this form to the Business Office. Thank you for your interest in Colby Public Schools.