



SUBSTITUTE TEACHER APPLICATION

Western Arizona Vocational Education #50

PO Box 7000 • Kingman, AZ 86402

Phone: 928-753-0747 • Fax: 928-718-4958

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. No questions on this application should be answered in such a manner as to disclose race, color, creed, national origin, ancestry, age, marital status, sex, or the existence of any physical handicaps or mental condition unrelated to the performance of the position for which you are applying.

Position for which you are applying: Substitute Teacher *Lake Havasu City – Culinary/Hospitality Campus

This application will be considered complete when the District is in receipt of the following:

- | | |
|--|---|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Three (3) Current Letters of Recommendation
(Professional References Preferred) |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Transcript(s) of Credits/Degrees |
| <input type="checkbox"/> Current AZ Teaching Certification | |
| <input type="checkbox"/> Valid IVP Fingerprint Card | |

**Copies of transcripts and teacher certification will be accepted during the application process; however, originals will be required if hired as a Substitute Teacher. When all of these items are received, your file will be placed in the active file and you will receive consideration for openings.*

1. PERSONAL:

Name: _____ Social Security #: (will be requested if hired)

(Last) (First) (Middle)

Address: _____ Email: _____

(Number/Street) (City) (State/Zip)

Primary Phone: _____ Other Phone: _____

2. PRESENT EMPLOYMENT:

Title of present position:	Employed by:
Business address:	Business phone:
Number of students supervised:	Number of staff supervised:
Length of time in present position:	Present end date and salary:

3. SUMMARY OF WORK EXPERIENCE: List employment experience in chronological order (most recent at top). Please include teaching, student teaching and any other work experience.

INSTITUTION AND LOCATION	POSITION	FROM/TO	YEARS

4. SUMMARY OF EDUCATION: (list in chronological order, most recent at top)

NAME OF SCHOOL AND LOCATION - INCLUDE HIGH SCHOOL, COLLEGE, GRADUATE WORK	DATES	SEM. HRS.	DEGREE/ DIPLOMA	MAJOR SUBJECT	MINOR SUBJECT

5. ARIZONA CERTIFICATION: (list all you hold)

CERTIFICATION TYPE	CERTIFICATION NUMBER	EXPIRATION DATE

If not presently certified in Arizona, when do you expect to be?

6. COMMUNITY INVOLVEMENT, ACTIVITIES, SERVICE, AND HONORS:

7. REFERENCES: Please List persons who are knowledgeable of your professional work. *Be sure to include your current/most recent immediate supervisor.*

NAME	OFFICIAL POSITION	ADDRESS	DATES	PHONE

May we contact references, both listed and otherwise upon receipt of application? Yes No

Please respond to the following questions. "Yes" answers will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment. Attach additional sheets if necessary.

1. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "Yes" even if the matter was later dismissed, deferred, vacated or expunged. If you answer "Yes" you must provide the dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the cases(s).
 Yes No Explanation
2. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes" you must provide the dates of the proceedings, the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the cases(s).
 Yes No Explanation
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you and the final disposition.
 Yes No Explanation
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer. If you answer "Yes" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.
 Yes No Explanation
5. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604.01?
 Yes No If so, provide details, including date of conviction, court where convicted, sentence imposed and present status of convictions.
6. Have you ever been convicted of a felony? Yes No If "Yes," attach an explanation.

I attest that all the information provided in this application is true and correct. I understand that, if employed, false statements shall be considered sufficient cause for dismissal. I authorize the verification of this information and the release of grade transcripts and additional information pertinent to my employment from the sources identified in this application.

I understand I am responsible for costs associated with fingerprint and certification requirements. WAVE #50 will be conducting (at their expense) an independent background check on all new employees. As a substitute teacher, I am required to follow all Governing Board, state and administrative policies and procedures. I am on call as needed with no guarantee of hours or full-time employment.

Signature of Applicant

Date