



EDGEWOOD
HIGH SCHOOL
 BELIEVE • ACHIEVE

APPLICATION FORM - SUBSTITUTE TEACHER

Name _____ Social Security Number _____

Address _____

Home Phone _____ Work _____ Cell _____

E-Mail Address _____

Certification Data (include subjects, grade levels, state which issued your certification)

Days Available: M T W TH F (Circle)

Times Available: All Day Mornings Afternoons (Circle)

Subject areas preferred _____

Would you be willing to substitute in other subject areas if necessary? _____

Professional Experience:

1. Dates _____ Position _____

Employer _____ Phone _____

Supervisor _____

2. Dates _____ Position _____

Employer _____ Phone _____

Supervisor _____

Employment References:

1. Name _____ Phone _____

Current Position _____

Nature/Place of Relationship _____

2. Name _____ Phone _____

Current Position _____

Nature/Place of Relationship _____

Wisconsin's Fair Employment Act prohibits discrimination because of a prior criminal record or pending arrest unless the record or arrest substantially relates to the job duties of this position. The existence of a conviction record or pending arrest is not an automatic bar to employment and the information solicited will only be used if it is determined to be job related.

- A. Have you ever been convicted of a felony, misdemeanor, or other offense (other than a routine traffic offense), been less than honorably discharged, or placed on probation, fined, imprisoned, or paroled by any law enforcement or military authority?

Yes _____ No _____

If yes, please submit a separate statement containing the following information for each such conviction:

- 1) Offense for which convicted.
- 2) Brief description of facts regarding offense for which convicted.
- 3) Date of conviction.
- 4) Applicant's age at time of conviction.
- 5) Name and (if known) address of convicting entity (court, law enforcement, or military authority).
- 6) If placed on probation or parole, name and address of supervising officer.
- 7) Extenuating circumstances, if any, regarding offense.
- 8) Subsequent efforts at rehabilitation and results of same.

- B. Are there any criminal charges currently pending against you?

Yes _____ No _____

If yes, please submit a separate statement containing the following information for each such charge:

- 1) Identity of charge.
- 2) Name and (if known) address of charging entity.
- 3) Brief description of facts regarding offense for which charged.
- 4) Extenuating circumstances regarding offense.
- 5) Subsequent efforts at rehabilitation and results of same.

- C. The following information is only solicited and will only be used to verify the above information with the State of Wisconsin.

Sex _____ Race _____ Date of Birth _____

- D. Have you resided outside the State of Wisconsin in the last seven years?.

_____ Yes _____ No

If yes, please provide previous addresses and dates from the last seven years in a separate attachment.

I certify that all information in this application is accurate and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts shall be sufficient cause for removal from consideration for employment or for dismissal after employment. I authorize the administration of Edgewood High School, Madison, Wisconsin to investigate, without liability, all statements contained in this application and hereby release such person, corporation, or other organization from any and all liability for providing such information.

I also authorize listed employers and references without liability to make full response to any inquiries by the administration of this institution in connection with this application for employment.

Signature _____ Date _____

Please return this application form with a copy of your teaching certification or Wisconsin Substitute License to:

Edgewood High School
Attn: Substitute Teacher Coordinator
2219 Monroe Street
Madison, WI 53711

For Office Use Only:

- Reference Check
- Background Check _____
- W4 Date
- I-9
- Internet Use Agreement
- Certification/License