

Catholic Education of North Georgia, Inc.  
Office of Catholic Schools  
2401 Lake Park Dr., S.E.  
Smyrna, GA 30080

## SUBSTITUTE TEACHER APPLICATION

Preferred school \_\_\_\_\_

Date \_\_\_\_\_

*Catholic Education of North Georgia, Inc. believes that you are entitled to equal employment opportunities based on your qualifications and without regard to race, color, sex, age, national origin or disability. It is also the policy of Catholic Education of North Georgia, Inc. that every employee has the right to work in an environment that is free from illegal harassment.*

### GENERAL INFORMATION

School(s) of preference \_\_\_\_\_

Level of preference MAY CIRCLE MORE THAN ONE    K-2    3-5    6-8    9-12

Proficiency in subject area(s) \_\_\_\_\_

Name \_\_\_\_\_

LAST

FIRST

MIDDLE

MAIDEN

S.S.# \_\_\_\_\_

Address \_\_\_\_\_

STREET

CITY

STATE

ZIP

Phone \_\_\_\_\_

HOME

Phone \_\_\_\_\_

WORK

Date available for employment \_\_\_\_\_

Email: \_\_\_\_\_

Are you legally authorized to work and remain in the United States of America?  Yes  No

If not, indicate work status \_\_\_\_\_

### EDUCATIONAL/PROFESSIONAL TRAINING List all colleges/universities attended and attach transcript(s).

Name and address of school

INCLUDE HIGH SCHOOL, COLLEGES & TRADE SCHOOL

Dates attended

FROM/TO

Degree/Diploma

Major

Minor

Name and address of school <small>INCLUDE HIGH SCHOOL, COLLEGES &amp; TRADE SCHOOL</small>	Dates attended <small>FROM/TO</small>	Degree/Diploma	Major	Minor

Do you have a valid Georgia driver's license?  Yes  No

Area(s) of proficiency:  Word processing  Spreadsheet  Database

Are you on another substitute list?  Yes  No If yes, where? \_\_\_\_\_

### REFERENCES Please note that telephone numbers *must* be listed on all references.

Professional References Please list persons with whom you have worked in a professional setting.

1.

CONTACT NAME

TITLE

WORK PHONE

HOME PHONE

COMPANY NAME

E-MAIL

STREET

CITY

STATE

ZIP

2.

CONTACT NAME

TITLE

WORK PHONE

HOME PHONE

COMPANY NAME

E-MAIL

STREET

CITY

STATE

ZIP

Have you ever been employed by the Archdiocese?  Yes  No If so, where/when? \_\_\_\_\_

Personal References Use if you have no previous work experience. Do *not* list relatives.

1.

NAME	TITLE	WORK PHONE	HOME PHONE
STREET	CITY	STATE	ZIP

2.

NAME	TITLE	WORK PHONE	HOME PHONE
STREET	CITY	STATE	ZIP

Have you ever: If you answer yes to any of the following questions, please attach an explanation.

Been dismissed from employment?  Yes  No

Been asked to resign?  Yes  No

Received an annual unsatisfactory performance evaluation from an employer?  Yes  No

Been placed on disciplinary probation or been suspended from any position?  Yes  No

### PERSONAL INFORMATION

Have you ever been convicted by federal, state or other law enforcement authorities or pleaded *nolo contendere* for violation of any federal law, state law, county or municipal law, regulation or ordinance? **You must include any offense for which a fine of \$100 or more was imposed. Do not include any offense that occurred before your eighteenth birthday.**  Yes  No If yes, complete the following.

TYPE OF OFFENSE	DATE	NAME OF LAW ENFORCEMENT AUTHORITY	DISPOSITION/OUTCOME
Georgia law requires criminal history checks and/or fingerprints on all newly employed personnel			

### EMPLOYMENT RECORD List the last two previous experiences, beginning with the most recent.

Include current educational and non-educational work experience. A résumé *cannot* substitute for this information.

Dates	Position
FROM	TO

Employer					
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

Reason for leaving

Dates	Position
FROM	TO

Employer					
NAME	ADDRESS	CITY	STATE	ZIP	PHONE

Reason for leaving

### MILITARY EXPERIENCE IF APPLICABLE

Service branch	Induction date	Separation date
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Highest rank	Type of discharge
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**PROFESSIONAL EXPERIENCE**

Describe any professional experiences that you feel have contributed to your preparation for substitute teaching. Please complete this section in your own handwriting.

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**CERTIFICATION** *Please read carefully before signing.*

I HEREBY CERTIFY that all answers are true to the best of my knowledge and I agree to have any of the statements checked by Catholic Education of North Georgia, Inc., unless I have indicated to the contrary. Should a job offer be made, I understand my continuing employment, if hired, is contingent upon my being physically, mentally, and medically able, with or without reasonable accommodation, to successfully perform the essential functions of my job.

I understand that this employment application contains nothing intended to lead or create any employment contract with Catholic Education of North Georgia, Inc., and may be terminated by either party at any time.

I further understand and agree that the employment relationship that may result from my application will be employment-at-will, and either Catholic Education of North Georgia, Inc. or I may terminate the relationship at any time, with or without cause and/or with or without notice. The only exceptions to this employment-at-will arrangement are those limited situations in which professional educators have written annual contracts signed by Catholic Education of North Georgia, Inc.

I understand that any misrepresentation or falsification can be grounds for refusal of employment. I further understand that, if employed, any false statements or misrepresentations contained herein or in conjunction with the application process may be cause for dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_