

Central Vermont Supervisory Union
111b Brush Hill Road
Williamstown, VT 05679
Phone: (802) 433-5818 Fax: (802) 433-5825

Substitute Teaching Application

Name: _____ Phone 1: _____

Mailing Address: _____

Email Address: _____ Phone 2: _____

Education:

High School	Dates	Graduated: YES NO
College	Dates	Degree: _____

HQ (Highly Qualified) Status: (Check all that apply.)

- 48 college credits (or more) Transcripts Attached
- Associate's (or higher) Degree Documentation Attached
- Other HQ Documentation Attached

Teaching Certification:

Certified Teacher: YES NO Date certification expires: _____ State: _____

Level or Area: _____ Teaching Certificate Attached

Previous Substitute Teaching Experience:

Where: _____

When: _____

Other Teaching Experience or Work with Children and Youth:

Area of Interest:

Grades: _____ and / or Subject(s): _____

For School(s):

- ___ Northfield Elementary (Gr PreK-5) ___ Northfield Middle High (Gr 6-12)
- ___ Orange Center (Gr 5-8) ___ Washington Village (Gr PreK-4)
- ___ Williamstown Elementary (Grades PreK-5) ___ Williamstown Middle High(Gr 6-12)

Availability:

Days : M T W T F

Notice needed: ___ None _____ Hour(s) _____ Day(s)

Other: _____

Have you ever been convicted of or plead guilty to a felony? YES NO

If yes, was the felony conviction or plea of guilty related to any of the responsibilities of the position to which you are applying (either directly or indirectly)? If yes, please explain:

An affirmative response will not automatically disqualify you from further consideration of employment with the Orange North Supervisory Union.

References:

Name:	Relationship:	Phone:
_____	_____	_____
_____	_____	_____

- I have attached a resume. I have attached HQ documentation.
- I have completed and attached the Background Questionnaire.

I understand that if I am approved for substitute teaching, I can not begin substitute teaching until I have completed all the required forms, (background Checks, I9 and W4), passed the required background checks, and completed the CVSU Required Trainings. I also understand that I must follow CVSU and School Policy and Guidelines for staff and teachers.

Signature: _____ Date: _____

Building Principal: Interview Date: _____

Approved for Substitute Teaching Not Approved _____

Building Principal Signature: _____ Date: _____

Central Office Use:

Background checks I9 Complete W4 Complete Confidentiality Agreement

CVSU Required Trainings Completed

Placed on Substitute List (Shared Google Sheet) _____

Central Vermont Supervisory Union
BACKGROUND QUESTIONNAIRE

PERSONAL INFORMATION

Applicant Name - Please Print Clearly (First Name, Middle Initial, Last Name)

BACKGROUND – Circle Yes or No

Have you ever been convicted of a crime or misdemeanor?	YES	NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	YES	NO
Are there any charges pending against you in any jurisdiction at this time?	YES	NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES	NO
Have you ever been placed on the child protection registry maintained by the department of children and families?	YES	NO
Have you ever been placed on the vulnerable adult abuse, neglect, and exploitation maintained by the department of disabilities, aging, and independent living?	YES	NO
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	YES	NO
Have you ever been disciplined, discharged, or asked to resign a prior position?	YES	NO
Has your contract in a prior position ever been non-renewed?	YES	NO
Have you ever been charged with, or are you currently being investigate for sexual abuse, assault, misconduct or harassment of another person?	YES	NO
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporary or permanently, a professional license or certification in any state?	YES	NO
Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	YES	NO
<p>If you answered “YES” to any of the questions above, please fully explain the circumstances to all conviction(s)/pending charges, including the specific charge date, location of the offense and the court, and the disposition of court proceedings (continue on a additional paper if needed). A “YES” response to any of the above questions will not automatically exclude an applicant from further consideration.</p> <p><input type="checkbox"/> Check if attached explanation is provided.</p>		

Note: Vermont State Law requires fingerprinting supported criminal record back ground checks and registry checks for all prospective district employees, and contractors and employees of contractors who have unsupervised contact with school children. The costs associated with these checks will be the responsibility of the applicant. If hired prior to the completion of the background check process, continued employment would be contingent upon satisfactory background check results.

APPLICANT STATEMENT AND AUTHORIZATION

“I certify that the information provided in this questionnaire and any attachments are true and complete to the best of my knowledge. **I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further employment considerations, and if employed, shall be grounds for immediate dismissal.** When it is determined that an employee or prospective employee failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in employment or termination considerations.”

“If employed, I also understand that although my employment/services may commence prior to the completion of the background check process, continued employment/services with the school district would be contingent upon satisfactory background check results. I authorize investigation of all statements contained herein. I also agree to release all parties of all liability of any damage that may result from furnishing such information to you.”

Applicant Signature: _____ **Date:** _____