

LEDYARD PUBLIC SCHOOLS

LONG TERM SUBSTITUTE TEACHING APPLICATION FORM

The Ledyard Board of Education is an Equal Opportunity Employer dedicated to a policy of nondiscrimination in employment on any basis prohibited by law.

Personal Data

Name: _____ Date: _____
 Social Security #: _____ Salary you are seeking: \$ _____
 Home Address: _____
 Home Telephone: _____
 Business Address: _____
 Business Telephone: _____

Connecticut Certifications Held

Level / Subject Area	Type of Certification (Initial, Provisional, Professional)	Date Issued	Expiration Date

Name under which certification was issued: _____

Copy enclosed? Yes No

Certification in other states: _____

Professional Preparation

Institution	Dates Attended	Specialization	Degree	Date Granted

Note: Even though the information may be repeated on a resume, please complete all blanks on this form.

Teaching Experience

Please list below all full-time experience in the field of education beginning with your most recent employment.

School	Address	Dates Employed	Grade or Subject

Additional Work Experience

Please list below additional full or part-time experience beginning with the most recent.

Employer	Address	Dates Employed	Nature of Work

Professional References

Please include or forward three or more letters of reference from individuals who are familiar with your professional competence as a teacher or student including your most recent supervisor. Please list below.

Name	Occupation	Address	Telephone

Have you been convicted of a crime? If yes, please explain. *

Are there any criminal charges pending against you at this point in time? If yes, please explain. *

Are you now the subject (in Connecticut or any other jurisdiction) of an investigation related to possible employment termination or revocation, suspension, or annulment of your educator certification or licensure?

No

Yes

Have you ever had a teaching credential revoked, suspended, or annulled in any state, territory, or foreign country?

No

Yes

Have you ever been dismissed for cause from a position in a public or nonpublic school or child-care facility?

No

Yes

- * Pursuant to Connecticut General Statutes Section 10-221d, effective July 1, 1994, the Ledyard Board of Education must require each hired individual to submit to state and national criminal history record checks within **thirty (30)** days from the date of employment. To facilitate this process the Ledyard Board of Education will arrange for the fingerprinting of each hired individual.

Please read and sign

I certify that the information on this job application is true and complete to the best of my knowledge. I understand that any omissions or falsifications will be reason for withdrawal of a job offer or termination of employment whenever the omission or falsehood is discovered. I authorize any investigation into the statements I have made in this application as necessary to arrive at an employment decision.

I have read, understand and agree to the foregoing.

Signature of Applicant

Date

Authorization and Release

I authorize representatives of the Ledyard Board of Education to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize my previous employers, references, and persons with knowledge of my work history and background to provide pertinent information to representatives of the Ledyard Board of Education and hereby release all such persons and waive any and all claims, demands or causes of action whatsoever, in connection with the request for and release of such information.

Signature of Applicant

Date

Application Instructions

To be considered, a complete application consists of the following:

1. Letter of application
2. Complete Application Form
3. An up-to-date resume
4. Transcript(s) indicating degrees awarded
5. Copy of certification if available
6. Three letters of recommendation

Mail or deliver this application and related materials to:

Carolyn Hanover
Ledyard Public Schools
4 Blonder Boulevard
Ledyard, CT 06339

Any questions concerning the application process may be directed to the above address or by telephone at (860) 464-9255.

For information pertaining to the school district, visit us at our website
www.ledyard.net.

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This application will be kept on file no longer than one year from the date it is received.