

# LEDYARD PUBLIC SCHOOLS

LEDYARD, CONNECTICUT 06339

## APPLICATION FOR SUBSTITUTE TEACHING

### PERSONAL DATA:

_____	_____	_____
Last Name	First Name	Middle Initial
_____		_____
Present Home Address		Telephone
_____		_____
Present Business Address		Telephone
_____		_____
_____		
Social Security Number		

### Area of Particular Interest

- \_\_\_\_\_ Primary Grades (K-3)
- \_\_\_\_\_ Intermediate Grades (4-6)
- \_\_\_\_\_ Middle School (7-8)
- \_\_\_\_\_ High School (9-12)

### Available for Substitute Work

- All Days of the Week \_\_\_\_\_
- Mondays \_\_\_\_\_
- Tuesdays \_\_\_\_\_
- Wednesdays \_\_\_\_\_
- Thursdays \_\_\_\_\_
- Fridays \_\_\_\_\_

Available Start Date: \_\_\_\_\_

**CONNECTICUT CERTIFICATION(S) HELD:**

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

Name under which certification issued: \_\_\_\_\_

Copy enclosed?      Yes \_\_\_\_\_ No \_\_\_\_\_

Certification in other states: \_\_\_\_\_

Are you interested in long term substituting?    Yes \_\_\_\_\_      No \_\_\_\_\_

**PROFESSIONAL PREPARATION:**

Institution (high school/college)	Dates Attended	Specialization	Degree	Date Granted

**TEACHING EXPERIENCE:** (List most recent position first)

Name of School & Address	From-To	Grade and/or Subject

**OTHER RELATED WORK EXPERIENCE:**

<b>Employer</b>	<b>Location</b>	<b>From-To</b>	<b>Nature of Work</b>

**PROFESSIONAL REFERENCES:**

Please include or forward three or more letters of reference.

<b>Name</b>	<b>Position</b>	<b>Address</b>	<b>Telephone</b>

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?

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

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

- \* 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. Completion of application form
3. An up-to-date resume
4. Copy of certification if available
5. Transcript(s) indicating degrees awarded (can be unofficial)
6. Three letters of recommendation

Mail or deliver this application and related materials to:

Tia Emard  
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 or email at [temard@ledyard.net](mailto:temard@ledyard.net)

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

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