

Application for Substitute Teaching

FAYETTE COUNTY SCHOOLS
Personnel Office
111 Fayette Avenue
Fayetteville, West Virginia 25840
Phone (304) 574-1176 / Website: <http://boe.faye.k12.wv.us>

(NOT TO BE COMPLETED BY APPLICANT)

W-4		Transcript	
Criminal ID		References	
Certificates		Exper. Ver.	
Verification of Degree		Interview	
		Other	

Date of Application _____

Social Security Number _____

NAME _____
LAST FIRST MIDDLE OR FORMER

Subjects/Grade Levels Certified to Teach _____

PERMANENT ADDRESS

Street _____

City _____

State _____ Zip Code _____

Phone: HOME _____ WORK _____

E-Mail: _____

EDUCATION

HIGH SCHOOL	ADDRESS	DIPLOMA
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UNDERGRADUATE

COLLEGE	ADDRESS	DEGREE
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GRADUATE

COLLEGE	ADDRESS	DEGREE
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STUDENT TEACHING

SCHOOL	ADDRESS	SUBJECT OR GRADES
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DISCRIMINATION PROHIBITED: As required by Federal laws and regulations, the Fayette County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Title IX Coordinator, Fayette County Board of Education, 111 Fayette Avenue, Fayetteville, WV 25840, phone (304) 547-1176; to Section 504 Coordinator, at the aforementioned address and telephone number; to the State Elimination of Sex Discrimination Project Coordinator (304) 558-3430; to the State Section 504 Coordinator, (304) 558-2696; WV Department of Education, Charleston, WV 25305; or to the U.S. Department of Education's Director of the Office for Civil Rights, (215) 596-6795.

TEACHING EXPERIENCE: (Note: State law requires that a teacher work a minimum of 133 days in one school term in order to receive service credit for one year.)

SCHOOL	ADDRESS	DATES		REASON FOR LEAVING	SUBJECT OR GRADE
		FROM	TO		

WORK EXPERIENCE

BUSINESS	ADDRESS	DATES		TYPE OF WORK
		FROM	TO	

CERTIFICATION

Type of WV Certificate held _____ Expiration Date _____ Where Filed _____

Grade levels and teaching fields on Certificate _____

REFERENCES

BEGINNING TEACHERS must list student teaching supervisor, cooperating teacher and two college teachers. **EXPERIENCED EDUCATORS** must list last employing principal and superintendent. **ALL APPLICANTS MUST LIST FIVE (5) REFERENCES.**

NAME/PHONE	TITLE/POSITION/EMAIL ADDRESS	ADDRESS
N _____ Phone _____		Street _____ City _____ State _____ Zip Code _____
N _____ Phone _____		Street _____ City _____ State _____ Zip Code _____
N _____ Phone _____		Street _____ City _____ State _____ Zip Code _____
N _____ Phone _____		Street _____ City _____ State _____ Zip Code _____
N _____ Phone _____		Street _____ City _____ State _____ Zip Code _____

Total teaching experience in years _____ When could you begin work here? _____

Are you presently under contract to any school system? _____

LEGAL AND OTHER INFORMATION

❖ Have you ever been convicted of a felony? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, deferred further proceedings without entering a finding of guilty and placed you on probation? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Have you ever been dismissed or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Have you ever been involuntarily terminated from any employment? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Have you ever been refused a continuing contract? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
❖ Has your administrative certificate or teacher certificate in any state, ever been annulled, suspended, or revoked? If yes, attach explanation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IMPORTANT – If you do not have a VALID West Virginia teaching certificate on file with the Fayette County Board of Education, you are required to do so before accepting substitute assignments. This application should be complete and accurate in every detail. A complete, official college transcript should accompany this application.

I HEREBY DECLARE THE INFORMATION PROVIDED BY ME IN THIS APPLICATION IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF EMPLOYED, ANY MISSTATEMENT OR OMISSION OF FACT ON THIS APPLICATION SHALL BE CONSIDERED CAUSE FOR DISMISSAL.

DATE _____ SIGNATURE _____