

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT
Owego, New York

SUBSTITUTE TEACHER APPLICANT

Enclosed is an application for substitute teaching. In addition to your application, please forward **official transcripts**, documenting proof of a bachelor's degree. Also include a copy of any New York State teaching certifications you may have.

Upon receipt of the required material, your application will be forwarded to a building principal. You will then be contacted for an interview.

Complete applications will include:

- 1) Substitute teaching application
- 2) Official transcripts – documenting proof of a bachelor's degree
- 4) NYS Certification (if applicable) - *required for long-term substitute teaching positions.*

Return completed application to:

Owego Apalachin Central School District
Personnel Office
36 Talcott Street
Owego, New York 13827

Please disregard if you have already submitted the above information. *Thank you.*

SUBSTITUTE TEACHER APPLICATION

PERSONAL DATA

Date of Application _____

Name _____
 Last First Initial
 Address _____
 Street City, State Zip
 Phone #1 _____ Area Code and Number
 Phone #2 _____ Area Code and Number
 Present Salary \$ _____ Present Salary \$ _____ Salary Expected \$ _____

Are you presently under contract for next year? _____ N.Y.S. Teachers Retirement Number _____

Position for which applying _____ I prefer _____ Date Available _____
 Subject or Grade Grade Level

TEACHING CERTIFICATION (* If not certified, explain below)

Area of Certification	Type: Prov./Perm.	Effective Date	Expiration Date	Certificate Number	Issuing State

* Not Certified

EDUCATIONAL PREPARATION

School	Name	Address	Degree	Major and Minor	Semester Hours
High					
Undergraduate					
Graduate					

STUDENT TEACHER EXPERIENCE (Complete only if teaching experience is less than 3 years.)

Name of School	Address	Grade or Subject	Cooperating Teacher

TEACHING EXPERIENCE (List in chronological order, beginning with most recent position.)

Name of School	Address	Grade or Subject	From	Dates	To	Number of Years	Reason of Leaving

PROFESSIONAL REFERENCES (List most recent first.)

Name	Address (Street, City, State, Zip)	Position	Phone (if known)

Do we have permission to contact all references listed above? _____ Have you ever been refused tenure or a continuing contract? _____

Have you ever been discharged or requested to resign from a position? _____

Do you have any health problems which would prevent you from performing specific kinds of work? _____

Have you ever been convicted of a criminal offense other than a minor traffic violation? _____

Is there a criminal charge of any type currently pending against you? _____

If yes, to any of the above, please provide details.

OWEGO APALACHIN CENTRAL SCHOOL DISTRICT

OWEGO, NEW YORK

GRIEVANCE PROCEDURES STATEMENT

The Owego Apalachin Central School District does not discriminate in employment or in the education programs and activities which it operates on the basis of sex, race or disability in violation of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, 504 of Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act.

If any person believes that the school district or any of the District's staff has inadequately applied the principles of or regulations of:

1. Title VI of the Civil Rights Act of 1964
2. Title IX of the Education Amendment Act of 1972
3. Article 504 of the Rehabilitation Act of 1973
4. Title II of the Americans with Disabilities Act,

that person may bring forward a complaint, which shall be referred to as a grievance, to the District's compliance officer.

The District's compliance officer for the Anti-Harassment Policy (GBCB), the Anti-Discrimination Policy (AC), the Americans with Disabilities Act Policy (ACA) and the Title IX Nondiscrimination Policy (AC-R) is Bernard C. Dolan, Jr., Associate Superintendent, 36 Talcott Street, Owego, New York 13827

The policies listed above are available for public inspection.

The phone number of the compliance officer is 607-687-6223 or 6215.

1/12/05