

# **VALLEY CENTRAL SCHOOL DISTRICT SUBSTITUTE & TUTORING APPLICATION**

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**Valley Central School District  
Human Resources Department  
944 State Route 17K  
Montgomery, NY 12549  
(845) 457-2400, Extension 18118**

**Applicant's Name:** \_\_\_\_\_



## VALLEY CENTRAL SCHOOL DISTRICT SUBSTITUTE & TUTORING APPLICATION

*Please type or print in black ink.*

Date \_\_\_\_\_

Please check position(s) for which you wish to substitute:

- ☐ K-5 ☐ 6-8 ☐ 9-12 ☐ Special Education ☐ Spanish ☐ French ☐ Math ☐ Science ☐ English  
☐ Social Studies ☐ Art ☐ Music ☐ P.E. ☐ Nurse ☐ Paraprofessional ☐ Tutor ☐ Custodian ☐ Clerical

What days are you available to substitute? \_\_\_\_\_

Do you have the legal right to accept employment in the United States? ☐ Yes ☐ No

If no, have you applied for work authorization? ☐ Yes ☐ No

### I. BIOGRAPHICAL INFORMATION

Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Other names which may appear on application materials \_\_\_\_\_

Current address \_\_\_\_\_  
Street City State/Zip

Permanent address \_\_\_\_\_  
Street City State/Zip

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### II. EDUCATIONAL PREPARATION (Begin with where you received your high school diploma.)

Institution	State	Degree	Major	Minor	GPA

### III. CERTIFICATION/LICENSURE (if applicable)

Type	Endorsements/ Approved Areas	Date Issued	Expiration Date

**IV. EMPLOYMENT EXPERIENCE** (Must be completed even if a resume is submitted.) MUST INCLUDE EMAIL ADDRESS

List most recent first

Dates From/To	Employer and Address	Position	Salary	Supervisor Name and Telephone Number & EMAIL ADDRESS
_____				
_____				
_____				
_____				

**V. PROFESSIONAL REFERENCES** (MUST cover the past two years and include supervisors.) MUST INCLUDE EMAIL ADDRESS

Name	Title	Relationship to Applicant	City/State	Work Telephone	EMAIL ADDRESS

**VI. BACKGROUND CHECK**

1. Have you ever been convicted of, admitted guilt, or are you awaiting trial for any crime? Do you have any pending arrests against you (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? ☐ Yes ☐ No
2. Have you ever been dismissed (fired) from any job, denied tenure, or resigned at the request of your employer, or while charges against you or an investigation of your behavior was pending? ☐ Yes ☐ No
3. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? ☐ Yes ☐ No
4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? ☐ Yes ☐ No
5. Have proceedings ever been initiated against you pursuant to Education Law Section 3020-a? ☐ Yes ☐ No

If any of the above statements have been answered "yes," please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Conviction of a crime is not an automatic bar to employment. The nature of the offense, the date of the offense, and the relationship between the offense and the position applied for, will be considered.

## **VII. INDEMNIFICATION**

In exchange for consideration of my employment, I hereby release the Valley Central School District from any and all liability, claims, damages, costs and attorney fees including claims for defamation that could have arisen related to information received in obtaining background information about me through the release of information from educational institutions, current employers, criminal background check and a DMV check. I further authorize my previous and current employers to release information to the Valley Central School District which the District may use in considering my application for employment. I release my previous employers from any and all claims related to their furnishing of information to the District related to my prior employment.

I hereby voluntarily authorize and grant permission to the Valley Central School District, in connection with a reference check for my employment application, to obtain information and opinions regarding my educational transcripts, information about me from previous and current employers; and information from a criminal background check. I consent to the release of this information and I understand that information and opinions may be favorable or unfavorable. I authorize the investigation of all statements contained in this application.

As a substitute in the Valley Central School District I understand that my appointment is subject to and shall not constitute employment by the District unless and until fingerprinting and criminal background clearances for appointment have been received from the State Department of Education.

I further understand that this appointment is on an at-will and on-call basis with no guarantee of employment or permanent hire. It is my responsibility to maintain certification and credentials necessary for the performance of my substitute duties.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **VIII. LOYALTY OATH**

I do hereby pledge and declare that I will support the Constitution of the United State of America and the Constitution of the State of New York, and that I will faithfully discharge the duties of my position as a substitute teacher/tutor according to the best of my ability.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **IX. WILLFUL MISREPRESENTATION**

I certify that the answers given by me, the references I provided, and all information on the application form, resume, references, certification and any attachment are complete, accurate and true. I understand that any false information, omissions or misrepresentation of fact on my application or resume may result in rejection of my application or discharge at any time during my employment.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **EQUAL OPPORTUNITY EMPLOYER**

The Valley Central School District  
Does not discriminate on the basis of race, color, national origin,  
Creed, marital status, sex, age, disability, sexual orientation or other  
Legally protected status in access to employment provided by the District.