

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



**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 Food Services

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 _____ Message Phone _____ Email _____

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

| Institution | State | Degree | Major | Minor | GPA |
|-------------|-------|--------|-------|-------|-----|
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| | | | | | |
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III. CERTIFICATION/LICENSE (if applicable)

| Type | Endorsements/Approved Areas | Date Issued | Expiration Date |
|------|-----------------------------|-------------|-----------------|
| | | | |
| | | | |

IV. EMPLOYMENT EXPERIENCE (Must be completed even if a resume is submitted.)

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.)

| Name | Title | Relationship to Applicant | City/State | Work/Home Telephone | EMAIL ADDRESS |
|------|-------|---------------------------|------------|---------------------|---------------|
| | | | | | |
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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.