

For Office Use Only
 Completed App _____
 Background Check _____
 Transcripts _____
 Universal Precautions _____
 Handbook _____
 License or Sub Cert _____
 Expires _____

MSD of Boone Township
307 South Main Street
Hebron, IN 46341
219-996-4771

A Smoke Free and Drug Free Workplace
Substitute Teacher Application

*School District Administrators Post-Offer
 Pre-Employment Drug Tests as a Condition of Employment*

Name (Last, First, Middle) _____ Date _____

Address _____ Phone # _____

City _____ State _____ Zip _____

Email: _____

School Districts

(Please check the school districts in which you would be willing to substitute teach)

_____	Duneland School Corporation	_____	Portage Township Schools
_____	Valparaiso Community Schools	_____	MSD of Boone Township
_____	East Porter County School Corporation	_____	Union Township School Corporation
_____	Porter Township School Corporation	_____	Porter County Education Interlocal

Teaching Grade Levels

(please check grade levels in which you feel qualified to substitute teach)

_____ Elementary _____ Middle School _____ High School _____ Special Education

Teaching Subjects

(please list subject areas you feel qualify you to substitute)

Professional Training

Name of College/ University	Location	Dates Attended	Total Years	Year Graduated	Degree

College Major(s) _____

College Minor(s) _____

Valid Teaching License

(please check appropriate blank and complete other requested information)

____ Professional ____ Provisional ____ Standard ____ Reciprocal ____ Limited ____ Substitute

Certificate # _____ Expiration Date _____ Teacher Retirement # _____

Area(s)/Subject(s) Licensed to Teach _____

Area(s) / Subject(s) Willing to Teach _____

Teaching Experience

Year	School & Address	Grade or Subject	Immediate Supervisor
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Additional Work Experience with Children

(please list any additional work experience you have had working with children during the last three years)

Year	Place of Employment	Nature of Work	Supervisor / Phone #
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Personal and Previous Employer References (2 each)

Name	Position	Address	Phone #
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1.			
2.			
3.			
4.			

REQUEST FOR BACKGROUND CHECK

Jobs with the school district involve contact with our student population. Please complete the questionnaire below to assist in evaluating your suitability to work with students. All applicants are expected to provide information. Any misrepresentation and/or omission of fact may be grounds for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

The conviction of a crime or any affirmative answer provided by you is not an automatic ban to employment. The school district will consider the nature of the conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interviewing conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.
I am not currently working _____.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than terminated?
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.
3. Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.
4. Have you ever been charged with a crime or convicted of a crime, other than a minor traffic offense (minor offenses shall not include driving under the influence or similar charge, reckless driving, or leaving the scene of an accident), where the court has deferred further proceedings without a finding of guilt and placed you on probation or in a public service or education program?
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.
5. Have you ever been arrested for any serious traffic related offense, such as driving while intoxicated, driving while suspended, leaving the scene of an accident, etc? (Do not include minor traffic offenses such as speeding violation or parking tickets.)
Yes _____ No _____. If yes, explain the circumstances on a separate sheet and attach it to the application.

AUTHORIZATION AND RELEASE

I authorize the school district to check employment and personal references, and to seek the release of investigatory information, including a "limited criminal history" possessed by any private or public employer or any local, state, or federal agency. I authorize individuals, private or public employers, or local, state or federal agencies to provide the school district any information they may release concerning the matters described herein or pertaining to questions herein, and I will cooperate to the extent necessary to obtain the release of this information. I understand that this investigative report of my employment history background may include information obtained through personal interviews and/or reference forms with third parties, law enforcement agencies, prior employers, co-workers or others. This inquiry may include information as to my character, general reputation, personal characteristics, work habits and mode of living, which may be applicable.

I hereby acknowledge that, at the time of my post-offer pre-employment physical examination or for reasonable suspicion subsequent to employment, blood and/or urine samples may be taken and tested for evidence of consumption by me of illegal drugs and/or alcohol. I consent to such testing, and hereby release, discharge and waive any and all claims I now or may in the future have against the school district and/or medical personnel related to such tests or the results thereof.

I authorize the school district to release to the other school districts listed on page one the results of the criminal background check, post offer pre-employment, physical examination, personal and professional reference checks, and any other information related to my fitness for substitute teaching or my performance as a substitute teacher.

I understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or a national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be employed in the United States.

I EXPRESSLY WAIVE IN CONNECTION WITH ANY REQUEST FOR, OR PROVISION OF SUCH INFORMATION, ANY CLAIMS OR CAUSES OF ACTION, INCLUDING WITHOUT LIMITATION, DEFAMATION, INFLICTION OF EMOTIONAL DISTRESS, INVASION OF PRIVACY, OR INTERFERENCE WITH CONTRACTUAL RELATIONS THAT I MIGHT OTHERWISE HAVE AGAINST THE SCHOOL DISTRICT, ITS OFFICIALS, EMPLOYEES, TRUSTEES OR AGAINST ANY PROVIDER OF SUCH INFORMATION.

I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN

SIGNATURE

DATE

DATE OF BIRTH

M.S.D. of Boone Township is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefit of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.