

## Liberty Elementary Public School Substitute Information Form

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

1. I wish to substitute as: Teacher \_\_\_\_\_ Para-professional \_\_\_\_\_

a. If teacher, do you hold a current Montana teaching certificate? No \_\_\_ Yes \_\_\_

List endorsements: \_\_\_\_\_

b. Have you ever taught before (with or without a certificate)? No \_\_\_ Yes \_\_\_

c. If you do not hold a certificate, what experience in other fields, or education, would enable you to substitute teach? Please explain:

---



---



---

d. Check the areas in which you feel comfortable working: K-3 \_\_\_ 4-6 \_\_\_ 7-8 \_\_\_ 9-12 \_\_\_

2. If you would like to be a substitute para-professional please check the areas in which you would feel comfortable serving as a para-professional.

- \_\_\_ Mildly handicapped - Special education
- \_\_\_ Severely handicapped – Special education
- \_\_\_ Title I
- \_\_\_ Library

Work Experience			
Employer Address	Dates Employed	Position	Reason for Leaving

Education	Years Attended	Major/Minor	Graduated	
			Yes	No
Eighth Grade				
High School				
Vocational				
College				
Other				

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

Briefly describe why you feel you are qualified for the position, and why you want the position:

---

---

---

---

---

Are you claiming preference under the Veteran's Employment Preference Act? No \_\_\_ Yes \_\_\_

(Note -Veteran's Employment Preference provides the addition of 10% points or 15% points to the applicant's score when a numerically scored selection procedure is used. To claim Veteran's Employment Preference you must be a U.S. citizen and complete a Veterans' Preference form. Please understand that the District uses a numerically scored selection procedure only at the interview stage of the selection process. Veterans' Preference will not be considered during the screening process) .

Since you are applying for a position that involves working with children or school district property, please complete the following section:

- Have you within the past seven years been released from prison or been convicted of any offense that involves any form of violence, such as assault, rape, child abuse, child molesting, extortion, blackmail, or any offense that involves drugs, embezzlement, fraud, stealing, or robbery? No \_\_\_ Yes \_\_\_  
If yes, please explain the nature of the crime, place, and date on a separate sheet of paper.

Please read the following statement carefully prior to signing (unsigned applications will not be accepted) :

- I hereby authorize the Liberty Elementary School District #10 to inquire as to my record with any or all of my former and/or current employers or references. I also authorize investigations of all statements contained in this application. There will be no liability incurred by the School District for investigating the accuracy of this application or contacting references and/or past/current employers. I understand a successful fingerprint background is a condition of employment.

I guarantee the accuracy of this application and understand that misrepresentation or the omission of facts may be cause for dismissal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

