

**EATON SCHOOL DISTRICT**

211 1<sup>st</sup> Street

Eaton, Colorado 80615

(970)454-3402

[www.eaton.k12.co.us](http://www.eaton.k12.co.us)

**CERTIFIED SUBSTITUTE TEACHER APPLICATION**

Date of Application \_\_\_\_\_

Print Name : \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
NUMBER STREET/BOX# CITY STATE ZIP

Email: \_\_\_\_\_

Preferred contact #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

PERA Retired? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please select your area of certification/licensure:

\_\_\_\_\_ I currently hold a Colorado Professional Teaching License/Certificate

Endorsement: \_\_\_\_\_

\_\_\_\_\_ I have been approved by CDE for a Type V (Substitute Authorization 1, 3 or 5 year license)

License Expiration Date: \_\_\_\_\_

Please note: You will need to complete a payroll packet with this application and return to the Eaton School District Administration Office, 211 1<sup>st</sup> Street, Eaton, CO. Payroll packets are available at the district office or may be downloaded from the Eaton School District website: [www.eaton.k12.co.us](http://www.eaton.k12.co.us) under the "Human Resources" tab. All Items must be submitted at the same time. Incomplete applications will not be considered. Eaton Schools utilizes Aesop, an automated substitute placement system. Once all completed items are submitted, you will be notified regarding your Aesop account.

Days Available:     M     Tu     W     Th     F

Hours Available: \_\_\_\_\_

*Please check next to the grade levels, locations and subject areas you prefer:*

**Grade Levels and Location:**

**All Grade Levels and Locations**

OR select:

**Eaton Elementary: Kindergarten – 2<sup>nd</sup> Grade**

**Galeton Elementary: Kindergarten – 5<sup>th</sup> Grade**

**Benjamin Eaton Elementary: 3<sup>rd</sup> Grade – 5<sup>th</sup> Grade**

**Eaton Middle School: 6<sup>th</sup> Grade – 8<sup>th</sup> Grade**

**Eaton High School: 9<sup>th</sup> Grade – 12<sup>th</sup> Grade**

Would you consider a para-professional assignment (current rate of pay is \$10.20 per hour)?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, please mark all that apply:

**Teacher Aide**

**Special Education Teacher Aide**

**Building Secretary**

Please answer ALL questions with a check mark in the appropriate space and provide an explanation for any “yes” answer on a separate sheet of paper.

1. Has your license ever been suspended or revoked?                       Yes                       No
2. Are proceedings for suspension or revocation of your license currently in progress or pending?                       Yes                       No
3. Have you ever been discharged or asked to resign from any school or teaching position?                       Yes                       No
4. Have you ever been convicted of a violation of law other than a misdemeanor traffic violation?                       Yes                       No
5. Have you ever been charged with selling, possession or use of illegal drugs?                       Yes                       No

If yes, what was the disposition of such charge? Please provide details indicating the date of the disposition, the name and location of any court involved and the details of the charge.

6. Have you ever been convicted of, plead no contest to, or received a deferred sentence or deferred prosecution for a felony?                       Yes                       No

7. Have you ever been charged with a crime involving unlawful sexual behavior or other unlawful behavior toward a child?  Yes  No

If yes, what was the disposition of such charge? Please provide details indicating the date of the disposition, the name and location of any court involved and the details of the charge.

8. Have you ever been convicted of, pled no contest to, or received a deferred sentence or deferred prosecution for a crime involving unlawful sexual behavior or unlawful behavior involving children?  Yes  No

**EXPLANATION AREA:**

**EDUCATION:**

Date	Name of Institution	Major Field	Minor Field	Graduation Date/Degree

**REFERENCES**

Give three references who are not related to you, but who can speak to your professional/personal qualities.

Name	Address	Telephone #

**EMPLOYMENT EXPERIENCE**

EMPLOYER: \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

WORK PERFORMED: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_

## APPLICANT'S STATEMENT

1. I hereby affirm that the information provided on this application (and supporting documentation, if any) is true and complete to the best of my knowledge. I also agree that falsified information or omissions on this application and any supporting documentation may disqualify me from further consideration for employment and may be grounds for dismissal should I become employed with the School District.
2. I authorize the Eaton School District RE-2 to conduct a background investigation in connection with my application of employment that may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, private references, and other sources deemed appropriate by the District. I authorize persons, schools, my current employer(if applicable), and previous employers and organizations named in the application and any supporting documentation to provide information that may be necessary or appropriate for the District to make an employment decision. I waive my right to access to any such information, and release Eaton School District RE-2 and all reference sources from all liability for any damage that may result from the release or use of such information.
3. I understand this application is not a contract for employment.
4. I understand this application will be kept in the active files for a period of one school year. I further understand that if I am not hired during that period, I may reactivate this application to be considered for employment for one additional school year by so requesting such reactivation in writing.
5. I understand that proof of citizenship or lawful immigration status is required prior to beginning employment in Eaton School RE-2.
6. A copy of my Colorado Professional/Substitute License must be submitted.
7. I understand that this application and all supporting materials become the property of Eaton School District RE-2.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

### NOTICE OF NON-DISCRIMINATION

Eaton School District RE-2 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Bridgette Muse, Director of Student Services, 211 1<sup>st</sup> Street, Eaton, CO 80615 - phone 970-454-3402

For further information on notice of non-discrimination, visit <http://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481