



## CERTIFIED SUBSTITUTE APPLICATION FOR EMPLOYMENT

OWEN COUNTY SCHOOLS  
1600 HWY 22 E  
OWENTON, KY 40359  
PHONE-(502)484-3934 FAX-(502)484-9095

1. All information given in this application becomes a legal part of the contract in case of employment.
2. Application will not be considered unless all items are completed and submitted appropriately.
3. Applicants must submit transcripts of all college work. Credentials from college placement offices are helpful and may be sent. References requested in this application must be listed.
4. State law requires a criminal records check, medical examination and tuberculin risk assessment as conditions of employment. Cost for these is an expense of the applicant.
5. Substitute employees are not guaranteed any certain amount of work days.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

### CURRENT EMPLOYMENT INFORMATION

Present Position \_\_\_\_\_

Location \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

May we contact him/her concerning this application? Yes\_\_\_ No\_\_\_

### EDUCATION & CERTIFICATION INFORMATION

**TRANSCRIPTS MUST BE PROVIDED BEFORE EMPLOYMENT CAN BE CONSIDERED.**

GPA \_\_\_\_\_ Do you hold a Kentucky teaching certificate? Yes\_\_\_ No\_\_\_

Type of certificate you hold \_\_\_\_\_

Subjects and grades you are certified to teach as listed on your certificate \_\_\_\_\_

When are you available to begin work?

What days of the week are you willing to sub? Monday\_\_\_Tuesday\_\_\_Wednesday\_\_\_Thursday\_\_\_Friday\_\_\_

Where are you willing to sub? Primary\_\_\_Elementary\_\_\_Middle\_\_\_High\_\_\_

Do you have a subject or grade level preference? Please list: \_\_\_\_\_

**EDUCATION**

| Name of School & Location | Dates | # of Months | Semester Hours Credit | Degree or Diploma | Major Subject & Semester Hours Credit | Minor Subject & Semester Hours Credit |
|---------------------------|-------|-------------|-----------------------|-------------------|---------------------------------------|---------------------------------------|
|                           |       |             |                       |                   |                                       |                                       |
|                           |       |             |                       |                   |                                       |                                       |
|                           |       |             |                       |                   |                                       |                                       |
|                           |       |             |                       |                   |                                       |                                       |
|                           |       |             |                       |                   |                                       |                                       |
|                           |       |             |                       |                   |                                       |                                       |

**PROFESSIONAL EXPERIENCE**

Please list most recent employment first.

| Name of School or District & Location | Dates | # of Months | Nature of Work<br>(Please specify grades, subjects and extra-curricular work.) |
|---------------------------------------|-------|-------------|--|
|                                       |       |             |  |
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|                                       |       |             |  |

**OTHER EXPERIENCE**

| <b>Business or Organization Name</b> | <b>Dates</b> | <b># of Months</b> | <b>Nature of Work</b> |
|--------------------------------------|--------------|--------------------|-----------------------|
|                                      |              |                    |                       |
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|                                      |              |                    |                       |
|                                      |              |                    |                       |

**REFERENCES**

*These should be persons qualified to give information to show your fitness for the position you seek.*

Name & Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Occupation & Relationship to Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Name & Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Occupation & Relationship to Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Name & Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Occupation & Relationship to Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

***I certify the information included in this application is accurate.***

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