

Emery County School District

120 North Main Street - Huntington, Utah 84528 - Telephone No. 435-687-9846 - Fax No. 435-687-9849

Application for Employment

SUBSTITUTE/TEMPORARY EMPLOYEE

Any false statements will be considered sufficient cause for rejection or dismissal by the Board of Education or the Superintendent.

Name _____

Mailing Address P.O. Box _____ City _____ State _____ Zip _____

Home Phone # _____ Work Phone # _____

Today's Date _____ Date Available for Employment _____

NOTE: Please fill out section 1 for substitute teaching or section 2 for all other substitute or temporary work. Fill out both sections 1 and 2 if you are applying to substitute teach and work in other areas of substitute/temporary employment for the school district. Everyone must complete sections 3 and 4.

Section 1- SUBSTITUTE TEACHER

Do you hold, or have you held, a valid Utah Teaching Certificate?: Yes _____ No _____

If Yes: Elementary _____ Secondary _____ Other _____ Expires/Expired _____

Endorsements: _____

Have you previously been employed in a teaching or substitute teaching position in the Emery County School District? Yes _____ No _____

If Yes, List schools _____

Have you previously been employed in a teaching or substitute teaching position in another school district? Yes _____ No _____ If Yes, List districts, schools, and approximate dates _____

Have you participated in the Emery District's substitute training program? Yes _____ No _____

Substitute Preferences:

Grade Level Choices: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Subjects Preferred: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Schools Preferred: Elementary only _____ Secondary only _____ Any _____

Only at: (List Schools) _____

Section 2- OTHER SUBSTITUTE/TEMPORARY WORK:

Position or assignment for which you are applying: _____

Special Qualifications for this position _____

Section 3 – EDUCATION, EMPLOYMENT EXPERIENCE, REFERENCES: *(Everyone fill out this section)*

EDUCATION (Begin with high school):

Name and Location of Institution	Dates Attended	Degree	Major	Minor

EMPLOYMENT EXPERIENCE:

Employer	Location	Kind of Work Performed	Dates From-To

REFERENCES:

Name	Position	City and State	Phone#

VOLUNTEER AND PUBLIC SERVICE EXPERIENCE: _____

Section 4 - REQUIRED PERSONAL INFORMATION *(Everyone must fill out this section)*

In accordance with Utah State Law, the Emery County School District may conduct a criminal background check. By signing your name to this application (signature line provided below), you hereby waive your rights to a written notice of such.

The following questions are to assist in determining a prospective employee's fitness as an applicant. The answers to these questions are subject to verification by a police agency. A "yes" answer does not automatically disqualify an applicant. Each application will be reviewed individually.

Have you ever been convicted of:

- a) A sex-related crime which involved force or minors? Yes _____ No _____
- b) A crime involving violence or the threat of violence? Yes _____ No _____
- c) A crime involving drugs or alcoholic beverages? Yes _____ No _____
- d) Any other conviction other than a minor traffic violation? Yes _____ No _____

If you answered yes to any of these questions, please explain:

Have you ever been convicted, plead guilty, plead no contest, or been sentenced for any other offense?

Yes _____ No _____

If you answered yes, please indicate the charge and the disposition: _____

If you are presently charged or under indictment for a criminal offense, upon a finding or plea of guilty you shall provide that information to the school district.

I hereby certify that the above information is true, accurate and complete to the best of my knowledge and belief. (Any misrepresentation or omission of fact shall be sufficient cause for disqualification of this application or termination of employment.) Furthermore, I understand that this application and records become the property of the school district. I understand that the school district reserves the right to accept or reject this application.

Further, I agree to observe all rules, regulations and policies of the school district, and I authorize the school district to conduct a work history, personal reference and police record inquiries to determine my acceptability for employment.

Further, I understand that if employed by the school district, the employment is temporary pending completion of all required documents and the outcome of history and background investigations. Since references are for my benefit, I do hereby release those furnishing information concerning me from any liability for damage of any nature as a result of furnishing such information.

Signature _____ Date: _____

The Emery County School District is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupational requirement.

The Emery County School District is committed to a policy of keeping its work place free from sexual harassment. The Emery County School District provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.