

Linton-Stockton School Corporation
801 First Street NE
Linton, IN 47441
(812) 847-6020

SUBSTITUTE TEACHER APPLICATION

Date: _____

Name: _____
(Legal, Last) (Legal, First) (Legal, Middle)

Any other name or names by which you have been known: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone # (Home) _____ Phone # (cell) _____

Email Address: _____

For what subjects and/or grades are you available?

Do you hold a valid Indiana Teaching License? _____ (If, so please submit copy of license)

Have you completed requirements but not yet applied for an Indiana Teaching License? _____

Please list your last two (2) places of employment (the most recent first) and complete the other information requested:

(a) Company: _____ Date employed: _____
Address: _____ Phone # _____
Supervisor: _____ Job Title: _____

(b) Company: _____ Date employed: _____
Address: _____ Phone # _____
Supervisor: _____ Job Title: _____

Please list personal references:

	<u>Name</u>	<u>Phone #</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please list your educational training:

<u>School or institution</u>	<u>Degree</u>	<u>Major</u>	<u>Sem. Hrs.</u>
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High School: _____

College: _____

College: _____

I understand that if I hold a teaching license and I substitute teach for more than 60 days in any school corporation it is my responsibility to contact Linton-Stockton School Corporation so that the appropriate documentation can be completed for me to join the Indiana Teachers' Retirement fund.

Signature: _____ Date: _____

Linton-Stockton School Corporation is an equal opportunity employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, or handicap.

REQUEST FOR BACKGROUND INFORMATION
(For limited criminal background check only)

Dear Application:

Jobs with the Linton-Stockton School Corporation ("School District") involve contact with our student population. We ask that you complete the questions below to help us evaluate your suitability to work with these students. All applicants are expected to provide us with this information; you are not being singled out for closer inspection. This insert is part of the application itself and any misrepresentation 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 that has not been expunged by a court or any affirmative answer provided by you on this insert is not an automatic bar to employment. The "School district" will consider the nature of any conviction that has not been expunged by a court or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your intervening 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 this application.
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? YES____ NO____. If yes, explain the circumstances on a separate sheet and attach it to this application.
3. Have you ever been investigated for, charged with, or plead guilty or "no contest" to any crime that has not been expunged by a court 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 this application.
4. Have you ever been arrested for or convicted of a crime, other than a minor traffic offense, that has not been expunged by a court? YES____ NO____. If yes, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I authorize the "School District" to check my employment history, including (without limitation) reference checks, 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 these 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, and I will cooperate to the extent necessary to obtain the release of this information.

In connection with any request for or provision of such information, I expressly waive 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 agents, 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. In addition, the information provided in this application and attachments are true and correct to the best of my knowledge.

Signature

Date

Please print your name

**INSTRUCTIONS FOR POTENTIAL EMPLOYEES OF LINTON-STOCKTON SCHOOL
CORPORATION
TO OBTAIN AN EXPANDED CRIMINAL HISTORY CHECK**

Linton-Stockton School Corporation cannot employ anyone after July 1, 2009 who doesn't possess an criminal history check. The background check will be required of final candidates and substitutes. Volunteers will need a limited background check, which we will continue doing through the school.

Instructions to obtain a Criminal History Check:

Go to the schools website: www.lssc.k12.in.us

Choose Resources tab located across the top of the page

Choose BIB background checks located along the left hand side of the page

Please follow the step by step instructions to complete the background check

Or

Go to the following website: <http://linton-stockton-school-corporation.school-background-checks.com/>

Please follow the step by step instructions to complete the background check.

If you have any questions, please call Lisa Andis at 812-847-6020 #100.

Instructions for Potential Employees of Linton-Stockton School Corporation to obtain a Substitute Teaching License

Step 1-Go to the following website: <https://license.doe.in.gov/>

Step 2- Create a profile; Once your profile has been completed you will receive an email to verify the information. Click on link in email which will take you back to the login page.

Step 3- Login using the username and password that you set up during your profile.

Step 4- Go to the right side of the screen click on "add application".

Step 5- Application Action - Choose Original or Renewal depending if you have applied before.

Step 6- Application Type - Choose Educational Permit

Step 7- Permit Type - Choose Substitute Permit

Step 8- Subject Area - Choose the grade levels or subjects that you want to teach (ex: K-12)

Step 9- Employee Update - Choose school (ex: Linton-Stockton School Corporation).

Step 10- Background Check - Answer questions for background check

Step 11- Review and submit application

Step 12- Complete application by possessing the payment information.

Step 13 - Once license is received via notice by email, bring copy of license to administration office.

DIRECT DEPOSIT CREDIT AUTHORIZATION

I hereby authorize Linton-Stockton School Corporation to initiate entries to credit my account indicated below at the financial institution named below.

PRIMARY ACCOUNT (Deposit Net Pay)

Financial Institution Name

Address City/State Zip

Routing Number Account Number Type of Acct: ___Checking___ Savings

SECONDARY ACCOUNT (Deposit \$ _____)(OPTIONAL)

Financial Institution Name

Address City/State Zip

Routing Number Account Number Type of Acct: ___Checking___ Savings

This authority is to remain in force until Linton-Stockton School Corporation has received written notification from me of its termination in such time and manner as to afford Linton-Stockton School Corporation a reasonable opportunity to act on it.

Print Individual Name

Signature

Date

PLEASE ATTACH A COPY OF A VOIDED CHECK OR DEPOSIT TO THIS FORM.
IT IS CRITICAL THE ACCOUNT INFORMATION IS CORRECT !!