

EMPLOYMENT APPLICATION
SUBSTITUTE
MACOMB COMMUNITY UNIT SCHOOL DISTRICT #185
323 W. WASHINGTON, MACOMB, IL 61455
833-4161

INTERNAL USE ONLY
Sub Teacher Applicants:
___ Copy of Certificate &
Registration attached
___ Substitute Handbook
Sub PA Applicants:
___ Copy of Soc Sec Card
attached
___ Substitute Handbook

Date _____

I. PERSONAL DATA

Name: _____
(Last) (First) (M.I.) Social Security #

Present Address _____

(City) (State) (Zip) Phone

II. POSITION DESIRED (check one)

SUBSTITUTE TEACHER _____
(Indicate grades or subjects)

Do you hold a current Illinois certificate? _____
If yes:
Type of certificate _____
Have you registered your certificate at the Hancock/McDonough ROE? _____

If you do not hold an Illinois certificate, please contact the Regional Superintendent's Office (837-4821). Substitute Teaching requires a valid Illinois certificate before any salary is paid.

Please mark the areas that you would consider substituting, not included in your certificate:

Music _____ P.E. _____ Other grade levels _____
Art _____ Special Education _____ Program Assistant _____
(Teacher Aide)

SUBSTITUTE PROGRAM ASSISTANT

Do you have a High School Diploma? _____
How many semester hours of College do you have? _____

INTERNAL USE ONLY
Sub PA Applicants _____ (Date):
Fingerprint Process Begun: _____
Fingerprint Results Returned: _____

Please indicate areas you would prefer to substitute:

Early Childhood _____ Jr/Sr High _____ No preference _____
Elementary _____ Special Education _____

III. AVAILABILITY

Please list days of the week you are available to substitute: _____

IV. EDUCATIONAL AND PROFESSIONAL PREPARATION

<u>Education</u>	<u>Name & Address</u>	<u>Number of years completed</u>
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High School	_____	_____
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College	_____	_____
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College Major(s)	_____	_____
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College Minor(s)	_____	_____
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V. EXPERIENCE

<u>Location</u>	<u>Date of Employment</u>	<u>Nature of Work</u>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. REFERENCE

<u>Name</u>	<u>Address</u>	<u>Vocation and Title</u>	<u>Relation to your Work</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

Signature

The Macomb Community Unit School District #185 is
"An Equal Opportunity-Affirmative Action Employer."

revised 9/1/06
revised 7/29/99