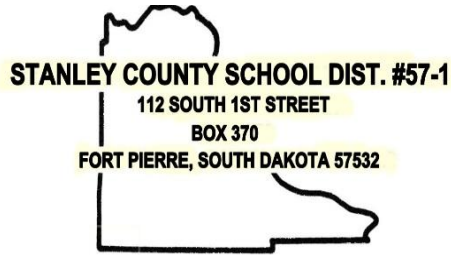


Superintendent.....223-7741
Business Manager.....223-7742
Administrative Fax.....223-7750

Web Page: stanleycounty.k12.sd.us



Secondary Principal.....223-7743
Elementary Principal.....223-7745
High School Fax.....223-7751
Elementary School Fax.....223-7760
Special Education Fax.....223-7760

TO: Substitute Teacher Applicants

FROM: Business Manager

RE: Requirements To Be Placed On Substitute Teacher List

The following is a list of requirements and information needed from you to be placed on the substitute teacher's list. Please submit this information as soon as possible.

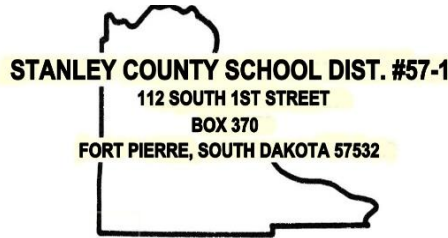
- W-4
- I-9 Employment Eligibility Verification (must be completed in presence of authorized school personnel)
- Copy of driver's license and social security card
- At least one of the following documents:
 - * Teacher's Certificate
 - * High School or College Diploma
 - * High School or College Transcript

As of July 1, 2000, any individual employed by the Stanley County School District, who was not employed by the District during the preceding school year, must submit to a criminal background check. Any person granted employment prior to the completion of the criminal background check is employed on a temporary basis conditional upon no disqualifying report being received. The background check must be successfully completed before any payroll check can be released.

Stanley County District does not discriminate in its employment policies and practices, or its educational programs on the basis of race, color, age, sex, disability, national origin or ancestry.

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SUBSTITUTE TEACHER APPLICATION

Applicant Information

Full Name: _____ **Date:** _____
Last First M.I.

Address: _____
Street Address Mailing Address Apartment/Unit #

City State Zip Code

Phone: _____ **Email:** _____

Date Available: _____ **Social Security No.:** _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Substitute Position for which you are applying:

Elementary (K-2) _____	Special Education _____
Elementary (3-5) _____	Music _____
Middle School (6-8) _____	Teacher Aide _____
High School (9-12) _____	Office _____
Rural (Cheyenne) _____	Physical Education _____

Education

Educational Background:

High School Diploma or GED? Yes No College Experience? Yes No

College Degree? Yes No Teaching Certificate? Yes No

If you are currently attending college, what is your area of emphasis? _____

Related experience: _____

References

Full Name: _____	Phone #: _____
Company: _____	Address: _____
Full Name: _____	Phone #: _____
Company: _____	Address: _____
Full Name: _____	Phone #: _____
Company: _____	Address: _____
Full Name: _____	Phone #: _____
Company: _____	Address: _____

In the space below, briefly explain why you wish to be a substitute teacher in Stanley County School District #57-1.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date