



Humboldt Community Schools
 23 3rd Street North PO Box 130
 Dakota City, IA 50529

SUBSTITUTE TEACHER APPLICATION

DATE: SOCIAL SECURITY NO.

NAME: TELEPHONE:

STREET ADDRESS:

CITY: STATE: ZIP:

ARE YOU A U.S. CITIZEN? YES NO

ARE YOU LEGALLY ABLE TO WORK IN THE U.S.? YES NO (Proof of work eligibility will be required upon employment.)

Are you able to perform the essential functions of the position with or without accommodations? _____

What are you certified to teach?

DO you hold a teaching certificate? IOWA FOLDER NO. (Attach a copy)

Have you completed the Child Abuse Identification and Reporting training? (Attach a copy)

List substitute teaching assignments you are willing to accept:

ATHLETIC COACHING ENDORSEMENT: YES NO

LIST EXTRA-CURRICULAR ACTIVITIES IN WHICH YOU HAVE INTEREST IN COACHING/SUPERVISING:

WERE YOU IN THE MILITARY SERVICE BETWEEN AND INCLUDING ANY OF THE FOLLOWING DATES: (Check one if applicable)

December 7, 1941 to December 31, 1946
 June 25, 1950 to January 31, 1955

August 5, 1964 to May 7, 1975
 August 2, 1990 to date (specify)

DID YOU RECEIVE AN HONORABLE DISCHARGE?

HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY TO CHILD ABUSE OR A RELATED OFFENSE?

IF YES, EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OR PLEAD GUILTY TO SEXUAL ABUSE OR A RELATED OFFENSES? IF YES, EXPLAIN:

HAVE YOU EVER BEEN CONVICTED OR PLEAD GUILTY TO ANY OTHER CRIME, EXCLUDING MINOR

TRAFFIC OFFENSES? (For purposes of this application "convicted" includes a conviction following a trial, a guilty plea, a plea of contendere or no contest, a deferred judgment, and adjudication of guilty or delinquency as a minor.) IF YES, EXPLAIN:

Yes answers to the foregoing questions will not automatically result in your disqualification from consideration for employment. How recent the criminal offense, the nature of the offense and its relationship to your fitness for the job will be taken into account.

ACADEMIC PREPARATION

Name of School	State	Dates	Semester Hours	Degree Diploma	Major Subjects	*Semester Hours	Minor Subjects	*Semester Hours
High School								
College/University								
Graduate								

*1 Quarter Hour = 2/3 Semester Hour

TEACHING EXPERIENCE

(Inexperienced Teachers: List Student teaching experience)

Place	Date	Type of Position	Grade or Subjects	No. of Months	Salary

NON-TEACHING EXPERIENCE

List non-teaching experience of four months or longer duration within the past five years.

Name of Employer	Date of Employment	No. of Years	Location	Nature of Work

REFERENCES

Give references including superintendents and principals, under whom you have taught, who are qualified to write of your teaching ability, scholarship, character and personality.

Name	Address	Telephone No.	Official Position

The facts set forth in my application are true and complete. I understand that if employed, false statements on this application or in any accompanying letter or resume or other application materials may be considered sufficient cause for dismissal. I hereby authorize the Humboldt Community School District or its agents to make an investigation of my employment history, criminal/police records and personal history. I authorize former employers, my references, or any other person or entity contacted by the District or its agents investigating the merits of this application to disclose personnel or criminal/police records, information about my qualifications for the position or any other information relating to my application and release them from any liability for such disclosure.

I also understand that neither this application nor any statement regarding possible employment by an employee of the Humboldt Community School District constitutes a contract of employment. If a contract is to exist, it will be executed in writing by the Humboldt Community School District through signature of the President of its Board of Directors. I understand that this application for employment is valid for no more than one year. After that, I must resubmit an application in order to be considered for positions at the Humboldt Community School District.

Date: _____ Applicant's Signature: _____

Before consideration, applicant needs to complete: Letter of Application, Application form, Resume', Credentials and Transcripts and provide a current Teaching Certificate.

"It is the policy of the Humboldt Community School District not to discriminate on the basis of race, creed, color, age (for employment), sex, sexual orientation, gender identity, marital status (for programs), socioeconomic status (for programs), national origin, disability, or religion in its educational programs and employment practices as required by the Iowa Code section 216.7. If you have questions or grievances related to compliance with this policy please contact the Humboldt Community School District, Lisa Thul, Assistant Finance Manager, 23 3rd St N PO Box 130 Dakota City, IA 50529; 515-332-1330, lthul@humboldt.k12.ia.us, or the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <https://icrc.iowa.gov>, or Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, 312-730-1560-Fax 312-730-1576, OCR.chicago@ed.gov.