



# SUBSTITUTE TEACHER APPLICATION

**SECTION 1: CONTACT INFORMATION**

Last Name	First Name	MI
Street Address	City	ZIP
Home Phone	Mobile Phone	Email Address
Have you worked at CAA in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, dates _____		

**SECTION 2: EMERGENCY CONTACT**

Name	Relationship
Home Phone	Mobile Phone      SSN

**SECTION 3: EDUCATION/TRAINING**

Check the highest level of education attained:  
 Degrees       High School/GED       Bachelor's       Master's       Doctorate

Name and Location of Colleges/Universities Attended	Major/Minor	Diploma/Degree	Year Graduated

**SECTION 4: CREDENTIALS**

Credentials included with application:

Resume       All transcripts showing degrees  
 All teaching and professional certificates and licenses

Certifications or Licenses Currently Held:

None       Valid Ohio  
 Valid Seventh-day Adventist       Valid Other State \_\_\_\_\_  
 Expired Seventh-day Adventist       Expired State \_\_\_\_\_

Areas of Specialization/Endorsements:

\_\_\_\_\_  
 \_\_\_\_\_

### SECTION 5: TEACHING EXPERIENCE

List teaching experience beginning with the most recent years.

Name and Location of School	Type of Assignment	Dates	Reason for Leaving

### SECTION 6: ASSIGNMENT PREFERENCE

List the days you are available to substitute and your assignment preferences.

- Days of the week:     Every day or only the following days:  
                                    Monday     Tuesday     Wednesday     Thursday     Friday
- Grade Assignment:     Any or only the following grades:  
                                    K-2             3-5             6-8

### SECTION 7: REFERENCES

List references the district can contact regarding your work history.

Full Name of Reference	School District	Mailing Address	Position/Title	Phone Number

### SECTION 8: AFFIRMATION

Have you ever been convicted of, plead guilty or no contest (*nolo contendere*) to, or received probation, suspension, or deferred adjudication for a felony?             Yes             No

- I affirm that I am able to perform the duties as outlined.
- I affirm that all information provided in this application is true and accurate to the best of my knowledge.
- I authorize the references to give you any and all pertinent information they may have, and release all such parties from liability for any damage that may result from furnishing the same to you.

Signature	Date
-----------	------

Columbus Adventist Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Columbus Adventist Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of certified or noncertified personnel.