

Dear Applicant,

Thank you for your interest in substitute teaching for New Kent County Schools. In order to have a complete application on file, you must submit:

Completed and Signed Application
Three **Written** Letters of Recommendation OR Evaluations
Copy of Transcripts (if applicable)
Tax Withholding Forms (Provided by School Board Office)
TB assessment results dated within the last year

***Information on TB Assessments:**

The New Kent Health Department has an open clinic every Monday from 1:30 p.m. – 3 p.m. or you may choose to visit a private physician. If you choose to go to the New Kent Health Department, **YOU MUST MAKE AN APPOINTMENT FOR ANY MONDAY OF YOUR CHOICE: PLEASE CALL TAMMI FOX / 804-966-9640**

Voided Check

Completed Direct Deposit Form (provided by School Board Office)

Finger Printing – Contact **SRO Heath Jenkins** and set up your finger printing
New Kent High School - **804-966-9671**

You must have this packet completed, with recommendations, in order to be processed for consideration as a substitute teacher. We provide training workshops for new substitutes, but you are welcome to begin substituting before you take the training if you are comfortable with being in the classroom. You will be given further information regarding this class when your application has been processed.

Criminal Background checks will be conducted on all new substitutes. Citizenship verification will be obtained upon employment, as well. Please feel free to contact me at 966-9651 with any questions you may have.

Sincerely,

Secretary of Personnel

SUBSTITUTE TEACHER PAY SCALE 2008-2009:

HIGH SCHOOL DIPLOMA \$50

2 YEARS OF COLLEGE \$53
(With transcripts **on file**)

COLLEGE DEGREE \$60
(With transcripts **on file**)

NOTE: Subs for Paraprofessionals will be paid \$54.00 per day.
Subs for Custodians will be paid \$9.82 per hour.

**NEW KENT COUNTY PUBLIC SCHOOLS
APPLICATION FOR EMPLOYMENT- SUBSTITUTE TEACHING**

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

Present Address: _____
 Street City State Zip

Telephone Numbers: Home () _____ Work () _____

Other () _____ E-Mail Address: _____

*Date of Birth: _____ *Social Security number _____
 *(this information is not required unless offered employment)

Are you a U.S. citizen? ____ If "no", are you eligible to work in the U.S.? ____ Permanent visa # _____

MARK THE APPROPRIATE BOX:

INDICATE POSITION(S) DESIRED:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> New Application | <input type="checkbox"/> Bus Mechanics | <input type="checkbox"/> Secretary | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Previous Application on File | <input type="checkbox"/> Custodian | <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Bus Driver |
| <input type="checkbox"/> Former Employee of
New Kent Schools | <input type="checkbox"/> Food Service | <input type="checkbox"/> Paraprofessional | <input type="checkbox"/> Other (list:)
_____ |

If applying for a substitute teacher or paraprofessional position, designate your preference of schools, if any, by writing numerals 1,2,3, and 4 beside the following:

___ High School (9-12) ___ Middle School (6-8) ___ Elementary School (3-5) ___ Primary School(PK-2) (___ No Preference)

EDUCATIONAL AND PROFESSIONAL TRAINING:

Name & Location of School: (list High School, College & Other)	Course of Study:	# years completed:	Did you graduate?

EMPLOYMENT HISTORY: List all employment, most recent first. (use additional pages as needed)

Employer Name & Address	Phone	Position held	Salary	Employment dates (mo/yr – mo/yr)	Reason for Leaving

REFERENCES – Applicants are required to provide New Kent County Schools with references from previous work experiences and/or personal references (**not relatives**). It is the applicant’s responsibility to have a minimum of 3 **written references** sent to the New Kent School Board Office.

Reference Name	Mailing Address	Phone Number	Position

HAVE YOU EVER BEEN: (answering “yes” does not automatically disqualify you from employment)

1. Convicted of violation of law other than minor traffic violations? Yes () No ()
2. Discharged or requested to resign from a former position? Yes() No ()
3. Refused renewal of contract? Yes() No ()
4. Convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child? Yes() No ()

If the answer to any of these questions is “Yes” please explain in detail. Use additional space if needed:

The statements made by me in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or omissions on this application will be considered sufficient cause to disqualify or terminate me from employment with New Kent County Public Schools. I hereby authorize all employers for whom I have worked to furnish such information that New Kent County Public Schools may request concerning employment. Additionally, I understand that any person related to a New Kent School Board Member or the Superintendent is not eligible for employment in any capacity, including substitute teaching.

Date _____

Signature _____

Recruitment Source:

(How did you learn of employment opportunity with New Kent County Public Schools?)

THE NEW KENT COUNTY SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER WHICH DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, NATIONAL ORIGIN, RELIGION, POLITICAL AFFILIATION, AGE OR PHYSICAL DISABILITY.