

# Waterloo Central School District

109 Washington Street  
 Waterloo, New York 13165  
 Phone 315-539-1500  
 Fax 315-539-1504  
[www.waterloocsd.org](http://www.waterloocsd.org)



## SUBSTITUTE APPLICATION INSTRUCTIONAL

### Personal Information

### Date:

Last Name			First	Middle	Social Security Number
Home Address					Home Phone (    )
City/State/Zip Code					Other Phone (    )
Certification Area					Email
	Type	Type	Expiration Date	Certification Number	
	Perm. /Prof.	Prov./Initial			
1.	_____	_____	_____	_____	
2.	_____	_____	_____	_____	

### Professional Education (Please list most recent first)

School/Location	Degree	Major	Minor	GPA

### Professional Work Experience (Please list most recent first including student teaching)

Employer	Address	Dates Employed	Supervisor	Kind of Work

### Military:

In the United States Armed Forces:    Yes _____    No _____ If yes, complete below.
Length of Service: _____    Branch: _____    Date of Discharge: _____

## Extracurricular Activities and Athletics

List any extracurricular activities in which you would like to become involved:	List any athletic activities in which you would like to become involved:  What coaching certificates do you hold?
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**Professional References:** Please provide the names of those who have closely observed your work. In the case of experienced teachers, present and former superintendents, principals, and other supervisors are preferred.

Name	Institution	Official Position	Present Address	Telephone

**Additional Information** (You are invited to attach any additional information that would help us know you better.)

Have you been fingerprinted for NYSED?	Yes ____	No ____	When? _____
Have you ever been forced to resign instead of facing disciplinary charges?	Yes ____	No ____	
Have you ever been denied tenure?	Yes ____	No ____	
Have you ever been convicted of a felony or misdemeanor?	Yes ____	No ____	
If yes, please explain on separate sheet of paper			
Have you ever applied to the Waterloo Central School District?	Yes ____	No ____	
If so, for what position did you apply?			
Have you ever worked for the Waterloo Central School District?	Position _____	When? _____	
	Position _____	When? _____	

I hereby declare the information provided by me on this application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I hereby authorize any individual, company or institution with who I have been associated to furnish the Waterloo Central School District with any information concerning my employment. I authorize the Waterloo Central School District to investigate my background now or in the future, to verify the information provided and I release from liability all persons and or corporations supplying information concerning my background.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.

Please email everything to [Holly.Leone@waterloocsd.org](mailto:Holly.Leone@waterloocsd.org) or mail to:

Holly Leone, Human Resource Specialist  
 Waterloo Central School District  
 109 Washington Street  
 Waterloo, NY 13165

# Instructional Substitute Areas of Interest

Name:

Please circle the days/times and indicated the dates between 9/1 and 6/30 that you will be available to work. Also, Please check off the grade levels and positions that you would feel comfortable subbing for.

Availability					
AM	M	T	W	Th	F
PM	M	T	W	Th	F

Dates Available

K-2	3-5	Elementary Positions	6-8	Middle School Positions	9-12	High School Positions
		Teacher		Teacher		Teacher
		Teacher Assistant		Teacher Assistant		Teacher Assistant
		**Teacher Aide		** Teacher Aide		**Teacher Aide
		** School Monitor		**School Monitor		**School Monitor

\*\*Please complete the civil service application for this position at: <https://seneca-portal.mycivilservice.com/>

FOR OFFICE USE ONLY	
Approved for:	Interviewed BY:
	Skoi-Yase
	Lafayette
	Middle School
	High School