

Waterloo Central School District

109 Washington Street
 Waterloo, New York 13165
 Phone 315-539-1500
 Fax 315-539-1504
www.waterloocsd.org



SUBSTITUTE APPLICATION INSTRUCTIONAL

Personal Information

Date: _____

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

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 ever been convicted of a felony? Yes _____ No _____

Have you been fingerprinted? Yes _____ No _____ When? _____

Have you submitted your fingerprints to NYSED? Yes _____ No _____

Do you have a NY TEACH Account? Yes _____ No _____

Have you ever applied to the Waterloo Central School District? Yes _____ No _____

If so, for what position did you apply? _____ When? _____

Have you received tenure in any school district or BOCES in New York State? Yes _____ No _____

If yes, where and 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 whom 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: _____

The Waterloo Central School District is an Equal Opportunity Employer and does not discriminate based on age, color, religion, creed, disability, marital status, gender, sexual orientation, veteran status, national origin or race in the education program and activities which it operates.

Email everything to Jamie.Excell@waterloocsd.org or Mail to:

Jamie Excell, Secretary to the Superintendent of Schools
 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, Check off the subject areas and grade levels 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 | | English | | English |
| | | Teacher Assistant | | Reading | | Reading |
| | | Special Ed | | ENL/ELL | | ENL/ELL |
| | | Art | | Math | | Math |
| | | Computer | | Social Studies | | Social Studies |
| | | Music | | Science | | Science |
| | | Physical Education | | French | | French |
| | | Music | | Spanish | | Spanish |
| | | Library | | Health | | Health |
| | | Reading | | Family & Consumer Science | | Family & Consumer Science |
| | | Speech | | Art | | Art |
| | | Floating Sub. | | Technology | | Technology |
| | | **Teacher Aide | | Speech | | Speech |
| | | | | Music | | Chorus |
| | | | | Band | | Band |
| | | | | Library | | Library |
| | | | | Resource Room | | Business |
| | | | | Testing Center | | Special Education |
| | | | | Teacher Assistant | | Resource Room |
| | | | | **Teacher Aide | | Testing Center |
| | | | | | | Teacher Assistant |
| | | | | | | **Teacher Aide |

**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 | |