

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 ()
City/State/Zip Code					Other Phone ()
Certification Area					Expiration Date
		Type Perm. /Prof.	Type Prov./Initial	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?
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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 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 _____ TEACH# _____

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 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.

Email everything to 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, 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		Math
		Art		Math		Social Studies
		Computer		Social Studies		Science
		Music		Science		French
		Physical Education		French		Spanish
		Music		Spanish		Health
		Library		Health		Family & Consumer Science
		Reading		Family & Consumer Science		Art
		Speech		Art		Technology
		Floating Sub.		Technology		Chorus
		**Teacher Aide		Music		Band
				Band		Library
				Library		Business
				Resource Room		Special Education
				Floating Sub.		Floating Sub.
				Testing Center		Testing Center
				Teacher Assistant		Teacher Assistant
				Teacher Aide		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	