



# Union-Endicott

CENTRAL SCHOOL DISTRICT

## SUBSTITUTE TEACHER APPLICATION

APPLICATIONS MAY BE: E-mailed, Delivered or Mailed to: to [JKazmark@uek12.org](mailto:JKazmark@uek12.org)  
Jennifer Kazmark, Assistant Superintendent of Personnel & Secondary Education  
1100 E. Main Street, Endicott, NY 13760

### Personal Information

Last Name:	First:	Middle:

Current Mailing Address:

Primary Phone Number:	Social Security Number:
E-mail Address	

Have you worked for Union-Endicott School District previously?  Yes  No Year: \_\_\_\_\_

Please explain under what circumstance you left the district:

Are you able to perform the essential functions of a Substitute Teacher with or without reasonable accommodations?  Yes  No

Are you either a US Citizen or an alien who has the legal right to remain and work in the USA?  Yes  No

*(You will be required to furnish proof of lawful work status if you are extended a job offer.)*

Have you ever been convicted of a crime?  Yes  No

If yes, please describe fully the criminal convictions, listing the nature of the offense, your age at the time of the conviction, and your rehabilitation since the convictions. *A conviction record may not necessarily be a bar to employment.*

### REFERENCES: List 2 References, 1 (one) must be a direct supervisor

Name	Company	Phone Number
<b>1.</b>		
<i>Email Address:</i>		
<b>2.</b>		
<i>Email Address:</i>		

**\*\*\*A copy of any valid New York State teaching certification (or NYS TEACH) and copies of transcripts from colleges or universities must be received with application.\*\*\***

**Certification(s)**

Name Certificate Issued Under:			
Fingerprints with NYS TEACH ( <a href="http://www.highered.nysed.gov/tcert/teach">www.highered.nysed.gov/tcert/teach</a> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Educational Background**

Name and Location of School	Nature of Studies		Diploma or Degree
	Major	Minor	
High School			
Undergraduate			
Graduate			
Distinctions and Honors:			

**Teaching Experiences— list additional experiences on resume**

<i>1. List most recent experience first. Include any substitute teaching experience and indicate as such.</i>					
Name and Address	From		To		Total Years
	Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title	Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)					
<i>2. List most recent experience first. Include any substitute teaching experience and indicate as such.</i>					
Name and Address	From		To		Total Years
	Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title	Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)					

**Work Experiences Other than Teaching – List additional experiences on resume**

<i>1. List most recent experience first. Include any substitute teaching experience and indicate as such.</i>						
Name and Address		From		To		Total Years
		Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title		Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)						
<i>2. List most recent experience first. Include any substitute teaching experience and indicate as such.</i>						
Name and Address		From		To		Total Years
		Mo.	Yr.	Mo.	Yr.	
Supervisor's Name and Title		Phone Number		Reason for Leaving		
Specific title and duties of position (i.e., grade level, subject, etc.)						

**Applicant's Statement**

I understand that my employment will be on a probationary (or per diem) basis until notified otherwise and that my employment maybe terminated with or without cause at any time, at either my option or that of the school district during my probationary period, and upon such notice as the law may require. I understand that during the term of probationary service, my employment is "at will". I understand that only the Board of Education of the Union-Endicott Central School District is authorized to offer me employment and I understand that no school district representative has any authority to enter into an agreement to the contrary.

After a tentative offer of employment has been made, if requested by the school district, I agree to take a job-related medical examination at no expense to me and authorize the examining physician to disclose the findings to the school district.

I further understand that any offer of employment is conditioned upon receipt of satisfactory references, finger printing, and satisfactory completion of such a job-related medical examination with approval by the Union-Endicott Central School District Board of Education.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by the school district's rules and regulations which I understand are subject to change by the Union-Endicott Central School District at any time.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note:** Applications will be kept on file for one year. Current vacancies and information are posted in all U-E District buildings and on our website at uek12.org.

*The U-E Central School District does not discriminate on the basis of race, color, national origin, creed, sex, age or handicap as defined by law, and is in compliance with Title IX of the Education Amendment of 1972 and with Section 504 of the Rehabilitation Act of 1973.*

*The compliance officers for the Title IX are the Assistant Superintendents and the compliance officer for Section 504 is the Director of Pupil Services. The compliance officers are available during normal business hours at the district administrative offices located at 1100 E Main Street, Endicott, NY 13760.*