

Interview \_\_\_\_\_

Ref. Check \_\_\_\_\_

F'prt. Mandate \_\_\_\_\_

Business Off. \_\_\_\_\_

BOE Approv. \_\_\_\_\_

SED F'prt. Cl. \_\_\_\_\_

**FAYETTEVILLE-MANLIUS CENTRAL SCHOOL DISTRICT**  
8199 E. SENECA TURNPIKE, MANLIUS NY 13104-2140  
(315) 692-1234

**SUBSTITUTE APPLICATION**

I am applying for:

Substitute Teacher  Substitute Teaching Assistant  Substitute Teacher Aide  Homebound Tutor  Clerical

Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you hold a Bachelor's degree? Yes \_\_\_ No \_\_\_ (Required for substitute teacher)

Do you hold a high school diploma? Yes \_\_\_ No \_\_\_ (Required for substitute teaching assistant)

**EDUCATIONAL BACKGROUND**

<u>College/University</u>	<u>Dates Attended</u>	<u>Month/Year Graduated</u>	<u>Degree Held and Major</u>

<u>High School</u>	<u>Dates Attended</u>	<u>Month/Year Graduated</u>	<u>City, State</u>

**TEACHER CERTIFICATE** *(Certification is not required for subbing.)*

(Please include a copy of your New York State Teacher Certificate or TEACH page indicating the status of your certification.)

<u>Type</u>	<u>Date Issued</u>	<u>State</u>	<u>Certification Area</u>	<u>Valid Until</u>

**TEACHING EXPERIENCE**

<u>School</u>	<u>Dates</u>	<u>Grades or Subjects</u>

Are you interested in homebound instruction? (NYS certification is required) Yes\_\_\_ No\_\_\_

Grade levels you prefer to teach: *(Sub teacher only)* \_\_\_\_\_

Subjects you prefer to teach: *(Sub teacher only)* \_\_\_\_\_

**NON-TEACHING WORK EXPERIENCE**

<u>Employer</u>	<u>Dates</u>	<u>Position Held</u>

Have you had your fingerprints submitted to the NY State Education Department? Yes\_\_\_ No\_\_\_

Have you ever submitted an application to the Fayetteville-Manlius School District? Yes\_\_\_ No\_\_\_

If so, for what position? Position: \_\_\_\_\_ When: \_\_\_\_\_

Have you ever been employed by the Fayetteville-Manlius School District? Yes\_\_\_ No\_\_\_

If yes, state position and dates: Position: \_\_\_\_\_ Dates: \_\_\_\_\_

**REFERENCES – non-family members**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone - *Indicate if work (W), home (H) or cell (C)* \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone - *Indicate if work (W), home (H) or cell (C)* \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone - *Indicate if work (W), home (H) or cell (C)* \_\_\_\_\_

The Fayetteville-Manlius Central School District Board of Education requires proof of citizenship or immigration status as a condition of employment.

I certify that all statements made by me on this application are true and complete. I understand that any false or misleading statements made by me will be considered justification for disqualification of my application and termination of employment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

The Fayetteville-Manlius School District does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability, family medical history or genetic information, political affiliations, military service, or other non-merit based factors in the educational programs and activities which it operates.