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**An Equal Opportunity Employer**

### **Substitute Teaching Application for Employment**

Horizon Community Learning Center welcomes your application! Please be sure to complete each section of the application completely. The following information is required:

- Completed application packet (including resume)
  - Copy of valid DPS Fingerprint Clearance Card
  - Copy of valid Arizona Teacher Certification or Substitute Certification
  - Transcripts (copies are acceptable)
- Three current letters of recommendation from employers and/or supervisors

Horizon Community Learning Center is on an extended year calendar with intercessions in October, December, and March.

Thank you for your interest in choosing Horizon Community Learning Center for your possible employment.

Date: _____		How did you hear about us? _____	
Circle Days available to work: <u>  M  T  W  Th  F  </u>			
List grade levels and subject areas you are willing to substitute teach: _____ _____ _____			
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
Email Address: _____			
Current Mailing Address:			
Street: _____			
City: _____			
State & Zip: _____		Contact Phone: _____	Home Phone: _____

Do you have a current Arizona DPS Fingerprint Card? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Applied \_\_\_\_\_

Do you have a valid Arizona Teaching Certificate/Substitute Certificate? Yes \_\_\_\_\_  
 Expiration: \_\_\_\_\_ No \_\_\_\_\_  
 Pending \_\_\_\_\_ Expected Date: \_\_\_\_\_

Content/grades certified to teach:  
 \_\_\_\_\_

List all approved areas and/or endorsements:  
 \_\_\_\_\_

**Educational Background**

Education			
School and Location	Dates Attended	Major / Minor	Degree / Diploma Hours Earned
High School			

University			
Languages other than English:	Speak:	Write:	Read:
Subjects for which you have 24 or more credit hours			

### Teaching/Work Experience

<b>Teaching/ Work Experience</b> <i>(Please complete information for all prior employees where you have taught or substituted, listing current first. Please attach extra sheet if more space is needed. . Do not indicate "See Resume." Please account for any gap in employment and attach explanations.</i>			
Present or Most Recent Employer		Grade / Subject / Position	Number of Years (From / To Years)
Name and Title of Supervisor	Street Address of Supervisor (City, State, Zip)		Current Phone of Supervisor
Reason for Leaving			Salary
Are you presently under contract?		Date Available?	

Name of Employer		Grade / Subject / Position	Number of Years (From / To Years)
Name and Title of Supervisor	Street Address of Supervisor (City, State, Zip)		Current Phone of

		Supervisor
Reason for Leaving		Salary

Name of Employer	Grade / Subject / Position	Number of Years	(From / To Years)
Name and Title of Supervisor	Street Address of Supervisor (City, State, Zip)		Current Phone of Supervisor
Reason for Leaving		Salary	

## REFERENCES

List three references who are familiar with your work habits, character and personality. <b>Do not include personal friends or relatives.</b>			
Name	Business Name / Business Address	(Area Code )Telephone	Official Position
1.			
Name	Business Name/Business Address	(Area Code)Telephone	Official Position
2.			
3.			

## Criminal History/Background

Our responsibility in protecting the interest of our students/staff/parents/community is taken seriously; therefore, the following information is required of all applicants. \* A record of conviction does not prohibit employment: however, failure to complete this form truthfully, accurately, and completely may mean disqualification from consideration of employment or possible dismissal if employed, as well as possible prosecution for filing false information with a public agency. If you answer "yes" to any question below, you must attach a written explanation.

1. Have you ever been dismissed from a position? (Yes/No)\_\_\_\_\_

2. Have you ever used any other name for personal reasons or employment? (Yes/No)\_\_\_\_\_
List other names: \_\_\_\_\_

3. Have you ever had any license or certificate of any kind revoked or suspended, sanctioned or any charge or complaint now pending against you before any licensing, certification or other regulatory agency, public or private? Yes/No \_\_\_\_\_

If "yes" you must provide the dates of proceedings, name and address of the agency where proceedings took place, a statement of the accusations against you and the final disposition.

4. Have you ever been convicted \* of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? (Yes / No) \_\_\_\_\_

(You must answer "yes" even if the event was later dismissed, deferred, vacated or expunged. Please attach a confidential letter of explanation including the date, the court, a statement of the accusation and the final disposition of the case (s).

5. Have you ever been convicted of a dangerous crime as defined in A.R.S. 13.604.01\*? (Yes/No)\_\_\_\_\_

\*Conviction means the final judgment or a verdict or a finding of guilty, a plea of nolo contendere, in any municipal, state or federal court of jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise set aside, or rendered invalid.

A.R.S. 13.604.01 requires applicants to give notice of any conviction of dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse if any of these crimes are conducted against a minor under age 15.

I authorize the following: fingerprints, background check, drug test, investigation of all statements, including education and employment contained herein and understand that any document relevant to this information may hereby be reviewed by the Board of Horizon Community Learning Center. Reference information, which becomes part of this record, will be regarded as confidential and will not be available to me now or at any future time. I authorize The Horizon Community Learning Center Board to make reference checks prior to employment and I will execute documentation to facilitate this investigation. I understand that my employment is not finalized until the background investigation has been completed and the Board has officially approved my employment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. Upon employment, I will present documentation of my eligibility for lawful employment in the United States. All other employment paperwork must be submitted in accordance with the school's timelines.

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

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

Thank you for your interest and application!