

# Substitute Teacher Application for Employment The Gregory School

Applicants for substitute teaching positions need to mail this application and a current résumé to The Gregory School, 3231 N. Craycroft Road, Tucson, AZ 85712. If you are called for an interview, you will need to bring a copy of university transcripts and a current Arizona fingerprint card (if you have one) to the interview.

**EEO Statement:** *The Gregory School is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, genetic testing, veteran status, physical or mental disability; or on any other basis prohibited by law.*

## General Information:

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

Full Name: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Have you ever applied to The Gregory School before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How did you find out about The Gregory School? \_\_\_\_\_

Are you legally permitted to work in this country?  Yes  No

Are you a veteran of the U.S. Military?  Yes  No

Have you ever been dismissed from a job?  Yes  No

Have you ever been convicted of a felony?  Yes  No

Please exclude routine traffic violations, convictions that have been sealed, expunged or eradicated; and conviction in which probation has been completed or otherwise discharged.

If yes, give details on a separate page and attach to the application.

**Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements**

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation? If you need reasonable accommodation, please describe below.  Yes  No

\_\_\_\_\_

\_\_\_\_\_

## Education / Training:

### College / University

_____	City & State	_____	Degree	_____	Major
_____	City & State	_____	Degree	_____	Major
_____	City & State	_____	Degree	_____	Major

## Employment Experience (Start with current or most recent employer):

From (Month/Year)      Business / School Name      Phone #      Starting Salary      Final Salary

To (Month/Year)      Street      City      State      Zip

Title/Position      Supervisor's Name      Supervisor's Title      Supervisor's Phone No.

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No      If no, when? \_\_\_\_\_

\_\_\_\_\_

From (Month/Year)      Business / School Name      Phone #      Starting Salary      Final Salary

To (Month/Year)      Street      City      State      Zip

---

Title/Position	Supervisor's Name	Supervisor's Title	Supervisor's Phone No.
----------------	-------------------	--------------------	------------------------

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No If no, when? \_\_\_\_\_

---

---

From (Month/Year)	Business / School Name	Phone #
-------------------	------------------------	---------

---

To (Month/Year)	Street	City	State	Zip
-----------------	--------	------	-------	-----

---

Title/Position	Supervisor's Name	Supervisor's Title	Supervisor's Phone No.
----------------	-------------------	--------------------	------------------------

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [ ] Yes [ ] No If no, when? \_\_\_\_\_

## Personal Responses:

*Please respond briefly to each of the following questions.*

Why have you chosen to be a substitute teacher?

Why does working at The Gregory School appeal to you?

## References:

Please provide the names of three professional references, not related to you, who have worked with you when you were working as a teacher, tutor, or substitute. These individuals are generally your previous supervisors.

**Name/Title:**

**School:**

**Relationship:**

**Telephone #:**

---

---

---

## Applicant's Certification:

### Applicant's Certification of Truthfulness, Agreement to Background Checks, and Understanding of "AT WILL" Employment

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of The Gregory School may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to The Gregory School for the use in deciding whether or not to offer me employment. I hereby release The Gregory School, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of either The Gregory School or myself. I further understand that nothing contained in this application or in any other oral communication or representation from The Gregory School or any Gregory School representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on The Gregory School. I understand that substitutes for The Gregory School are not guaranteed any work during the school year

Further, if granted a position with The Gregory School, I will comply with all of their policies and procedures, a copy of which will be provided on or before my first work assignment.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date