



New Hanover County Schools
Engaging Students, Achieving Excellence

**Substitute Teacher Application
For former/current NHCS employees**

PERSONAL INFORMATION

Last Name First Middle Maiden

Address City State Zip Code

Social Security Number Home Phone Cell Phone

Email address _____

SEPARATION INFORMATION (from NHCS)

If you are a retired educator, you understand that under current state law, you must have completed a six (6) month break in service from your duties as and educator. This break includes acting as a substitute or tutor.

Reason for Separation: Retired Resigned Time-Certain (job ended)

Separation Date: _____ / _____ / _____
 month day year

GENERAL QUESTIONS

1. Please check the box that best describes your qualifications.
 I have a valid teaching license.
 I have completed Effective Teacher Training.
2. Do you have any criminal charges pending?
 YES NO
3. Have you been convicted or pleaded no contest to any violation of the law other than a minor traffic violation?
 YES NO

SUBSTITUTE ASSIGNMENTS

List preferred locations **OR** check "All".

Elementary: _____
All

Middle: _____
All

High: _____
All

List preferred subjects **OR** check "All": _____

All _____

Date you are available to start working: _____

Daily availability: Monday Tuesday Wednesday Thursday Friday

Would you like to sub for Teacher Assistants? YES NO

Emergency Contact Name: _____ Phone: _____

APPLICANT'S CERTIFICATION & RELEASE OF LIABILITY

I, the applicant/employee, by submission of this application certify that I hereby release the New Hanover County Board of Education and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information. A copy of this consent and release shall be considered as a duplicate original. I certify that the information I have given on this application is correct and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Signature

Date

You may also be required to have the NC Public Schools Health Examination certificate completed (including the TB skin test) before you may begin substituting.