

Brentwood Union Free School District
Feliciano Administration Building
52 Third Ave
Brentwood, New York 11717

TO: Substitute Teacher Applicants
FROM: Human Resources

In order to be employed as a Substitute Teacher by the Brentwood Union Free School District during the 2021-2022 school year, you must provide the following:

- ❖ Proof of NY State certification
- ❖ -OR- Proof that you are working towards your NY State certification
**(i.e., Test scores, transcript showing that you are enrolled in education classes working toward your certification, letter from college).
- ❖ Proof that you have been fingerprinted
- ❖ Proof of Workshops: Child Abuse, School Violence and DASA (Dignity for All Students Act)
Child Abuse/ School Violence Workshops: www.childabuseworkshop.com or
www.highered.nysed.gov/tcert/certificate
DASA: www.highered.nysed.gov/tcert/certificate/dasa or
www.p12.nysed.gov/dignityact/dasatraining

If you are an uncertified teacher (minimum of a Bachelors-Degree) you may work as follows:

- ❖ 90 days only if you are not working towards your certification
- ❖ Beyond the 90 days if you are working towards certification
**(please see information above regarding this proof).

Along with the above required documentation, please bring a photo I.D. and Social Security Card.

NOTES:

PLEASE DO NOT SIGN THE AFFIDAVIT OR BACK PAGE OF RETIREMENT FORM PAGE AS IT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

Complete all the information except your signature. When you bring it to human resources, it can be notarized at that time.

There are 3 blue reference forms enclosed. Please give these out to 2 professional and 1 personal reference (**NO FAMILY MEMBERS**). **They must be mailed back by the references themselves, as they are confidential, and you are not permitted to see these forms.**

All applications must be delivered to Carolina Sosa by appointment. Please contact Carolina at 631-434-2331 or via email at Carolina.Sosa@bufsd.org

Requirements to complete an application:

- Resume
- Bachelor's Degree
- Unofficial Transcript
- 3 References *(must be in a sealed envelope or can be emailed to me directly by person completing reference at **Carolina.Sosa@bufsd.org**)
- Photo ID
- Original Security Card
- Required Workshops Completion
- Covid-19 Immunization Record (if applicable)
- Covid 19- Testing Acknowledgement Form

Richard Loeschner
Superintendent of Schools
Brentwood Union Free School District
SUBSTITUTE TEACHER APPLICATION

Applicant's Last Name _____ First Name _____ Middle Init. _____

Present Address _____

Home Telephone # _____

Cell Phone # _____ E-mail address: _____

Emergency Contact Name _____ Telephone # _____

Earliest starting date _____ Days you are available to sub _____

Please state your preference as to the area(s) in which you want to sub:

Elementary _____ Secondary _____ Special Education _____

Art _____ Music _____ Physical Education _____ Bilingual/ESL _____

Do you speak a language(s) other than English? Yes No

If yes, state language and what degree of fluency? _____

*If your availability changes, **YOU ARE** responsible to contact this office.*

NOTE: *Continued refusal of assignment will result in your being placed a low priority position on the substitute list.*

Certification: Professional Initial Uncertified

Subject Area _____ Effective Date _____ Expiration Date _____

Signature _____ Date _____

Please note that a conviction/disciplinary record will not automatically bar employment.

Have you ever been convicted of a crime? Yes No If yes, please provide details _____

Are any criminal charges/proceedings pending against you? Yes No If yes, please provide details _____

Have you ever been discharged, had tenure refused, been asked to resign or had disciplinary action taken against you by your employer? Yes No If yes, please provide details _____

Undergraduate College/University _____

Degree _____

Graduate School _____ Degree _____

EDUCATIONAL WORK EXPERIENCE

School/Location	Position	Reason for Leaving

NON EDUCATIONAL WORK EXPERIENCE

Name, title and telephone number of current Supervisor: _____

Reason for changing present employment: _____

REFERENCES: List below 3 Professional references (e.g. Principal, Supervising Teacher, etc.), and 1 Personal reference (No family members). It is your responsibility to distribute the reference forms to the persons listed below and they must mail the forms back to the Human Resources Department (the address is listed on the top of the form).

PROFESSIONAL REFERENCES

Name	Title	Address	Phone#

PERSONAL REFERENCE

Name	Address	Phone#

I CERTIFY THAT ALL THE AFOREMENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT FALSE OR IMCOMPLETE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR REMOVAL FROM THE SUBSTITUTE LIST REGARDLESS OF THE DATE OF DISCOVERY.

SIGNED _____ DATE _____

PLEASE RETURN TO:

Brentwood Union Free School District
Anthony F. Felicio Administration Center
Human Resources Department
52 Third Avenue
Brentwood, NY 11717

SUBSTITUTE TEACHER REFERENCE FORM

_____ is applying for the position of: **SUBSTITUTE TEACHER** in the Brentwood Public School District. This position requires the person to supervise and/or work with children. Please give us your most candid opinion of this person's performance in this position. **Your reply will be strictly confidential.**

ALL REFERENCES CHECK EACH OF THE ITEMS BELOW

	EXCELLENT-----POOR						EXCELLENT-----POOR				
	5	4	3	2	1		5	4	3	2	1
PERSONAL QUALITIES						PROFESSIONAL & SOCIAL TRAITS					
Attendance						Understanding of children					
Initiative & self reliance						Cooperation & loyalty					
Tact						Professional interest & growth					
Voice						Attendance history					
Energy						Use of English					
						Interest in general school activity					
						Community leadership					
						Response to constructive criticism					
CHECK BELOW ONLY IF YOU HAVE PERSONAL KNOWLEDGE											
SCHOOL MANAGEMENT						TECHNIQUE OF TEACHING					
Discipline						Daily preparation					
Care of room						Organization of subject matter					
Attention to clerical details						Presentation of subject matter					
Organizational ability						Attention to individual pupil needs					
						Ability to secure interest					

GENERAL RATING: _____

What is your assessment of the teaching effectiveness of this candidate? _____

What do you feel are this candidate's strongest traits? _____

What do you feel are this candidate's weakest traits? _____

What were/are the reasons for the candidate leaving present position? _____

Would you hire this applicant if you had a position open in your district? _____

Is there any additional information which I should be aware of in assessing the strengths and weaknesses of this candidate? _____

For how long and in what capacity have you known the candidate? _____

Your Signature

Today's Date

Your Telephone Number

Your Position

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