

SUBSTITUTE TEACHING APPLICATION

PIKE COUNTY SCHOOL SYSTEM

316 South Mayo Trail
Pikeville, KY 41501-1522

Name: _____ Soc. Sec. No: _____
(Last) (First) (Middle)

Address: _____ City: _____ State: _____ Zip: _____

Telephone No: _____ Number of College Hours: _____

E-mail Address (required): _____

Name & Address of College: _____

Previous Work Experience: _____

Do you have a legal certificate? _____ If yes, date of expiration: _____

Teaching experience: Years in this district _____ Years in other Kentucky districts _____

Years out of the state of Kentucky _____ Where _____

Have you substituted in Pike County before? _____ If yes, where? _____

In order of preference list the names of schools in which you are willing to teach:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

SUBSTITUTE TEACHERS MUST HAVE NO LESS THAN SIXTY-FOUR (64)HOUR OF COLLEGE.

RETIRED TEACHERS ARE LIMITED TO ONE-HUNDRED TWENTY- NINE (129) DAYS PER SCHOOL YEAR. PLEASE CHECK WITH THE PERSONNEL DEPARTMENT FOR A LIST OF ALL REQUIREMENTS FOR SUBSTITUTE TEACHING.

Do you currently have any pending criminal charges against you in any court in Kentucky? _____

Have you ever been convicted of a felony? If yes, (Yes _____ No _____). Please explain nature of felony: _____

The superintendent has the right to screen, do a background check and reject any or all applications.

Signature

Date

**KENTUCKY DEPARTMENT OF EDUCATION
MEDICAL EXAMINATION OF SCHOOL EMPLOYEES***

Name _____ Date of Birth ____/____/____ Sex: M ☐ F ☐

Address _____ Telephone _____

Applicant With or Employed By _____ Board of Education

HISTORY

Medical (All serious medical and psychiatric diseases: diabetes, epilepsy, heart disease, etc.) _____

Surgical (All major operations) _____

"Per the Genetic Information Nondiscrimination Act of 2008, it is unlawful for an employer to request genetic information, genetic testing information, family medical history information, or family genetic testing information from an applicant or employee. The medical provider conducting this examination of an applicant/employee of a local school district shall not request, require or purchase this information about the applicant or employee. Any applicant or employee undergoing a medical examination for employment with a local school district shall not provide this information to the medical provider or the school district."

PHYSICAL

- | | |
|------------------------------|-------------------------------------|
| 1. General Appearance _____ | 7. Blood Pressure _____ Pulse _____ |
| 2. Eyes _____ | 8. Lungs _____ |
| 3. Ears, Nose & Throat _____ | 9. Abdomen _____ |
| 4. Teeth & Gums _____ | 10. Nervous System _____ |
| 5. Thyroid _____ | 11. Extremities _____ |
| 6. Heart _____ | Other _____ |

Tuberculosis Risk Factor Assessment

Yes ☐ No ☐ High risk for Tuberculosis infection

Yes ☐ No ☐ Referred to local health department for further TB infection evaluation

Yes ☐ No ☐ Tuberculosis test performed (specify: _____ TST/_____ BAMT)

_____ Date of chest X-Ray

☐ No further follow-up unless signs/symptoms of Tuberculosis infection develop

I have examined _____ and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his/her duties, except as follows:

Date of Examination

Signature (Physician/PA/ARNP)

* School Bus Drivers are required to use form TC94-35E.

REQUIREMENTS FOR SUBSTITUTE TEACHING IF YOU DO NOT HAVE A DEGREE:

1. Sixty-four (64) college hours
2. **OFFICIAL** transcripts (**mailed in a sealed envelope or emailed electronically from www.getmytranscript.com to caitlin.cox@pike.kyschools.us**) from your college or university showing:
 - a) 64 hours or more
 - b) GPA of 2.5 or better

*We recommend that you have your transcripts mailed to yourself (**do not open**) and bring them in with the remainder of your substitute package. In handling your transcripts this way, you will know when/if the transcripts have been sent.*

3. A physical on an official KDE form.
4. Set up an account on KECS website to complete your demographics (<https://kecs.education.ky.gov>). If you don't have access to a computer or need assistance add 30 minutes onto your process in the Personnel Department.

REQUIREMENTS FOR SUBSTITUTE TEACHING WITH A BACHELOR'S DEGREE:

1. Official transcripts (**mailed in a sealed envelope or emailed electronically from www.getmytranscript.com to caitlin.cox@pike.kyschools.us**) from your college or university (applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited post-secondary institution).

*We recommend that you have your transcripts mailed to yourself (**do not open**) and bring them in with the remainder of your substitute package. In handling your transcripts this way, you will know when/if the transcripts have been sent.*

2. A physical on an official KDE form.
3. Set up an account on KECS website to complete your demographics (<https://kecs.education.ky.gov>). If you don't have access to a computer or need assistance add 30 minutes onto your process in the Personnel Department.