

**SUBSTITUTE APPLICATION**  
**BON HOMME SCHOOL DISTRICT #04-2**  
**District Office, PO Box 28, 1404 Fir Street, Tyndall, SD 57066**

Name \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name as it is on Card: \_\_\_\_\_

Substitute Position(s) for which you are applying: (Teacher, Paraprofessional, Custodian) \_\_\_\_\_

Present Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Home Telephone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Best time to call \_\_\_\_\_  
Email Address \_\_\_\_\_

Place of Employment: \_\_\_\_\_ May we contact you at work? \_\_\_\_ Yes \_\_\_\_ No  
Work Telephone (\_\_\_\_) \_\_\_\_\_ Best time to call \_\_\_\_\_

Which school(s) would you wish to be listed as a substitute? (Check any that apply)

\_\_\_\_ Bon Homme Hutterische Colony (K-8)  
\_\_\_\_ Dawson Colony (K-8)  
\_\_\_\_ Springfield Elementary (K-5)  
\_\_\_\_ Tyndall Elementary (PK-5)  
\_\_\_\_ Bon Homme Middle School (6-8)  
\_\_\_\_ Bon Homme High School (9-12)  
High School subjects for which you do NOT wish to sub: \_\_\_\_\_

**Education Level** (Please check one)

\_\_\_\_ High School  
\_\_\_\_ Bachelor's Degree (not in education)  
\_\_\_\_ Other \_\_\_\_\_

**Please forward a copy of your diploma or transcript showing graduation from your highest level of education to the District Office.**

\_\_\_\_ Bachelor's Degree in Education  
Do you have a valid teaching certificate? \_\_\_\_ yes  
Teaching Certificate: Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Do you have an expired teaching certificate? \_\_\_\_ yes  
Teaching Certificate: Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**Please forward a copy of your teaching certificate (expired or valid) to the District Office.**

Have you been convicted of a CRIME in the last 7 years? \_\_\_\_ Yes \_\_\_\_ No (Conviction may be relevant if job related but does not necessarily bar you from employment). If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you had a DCI/FBI background check with another school district? \_\_\_\_  
If yes, which district(s)? \_\_\_\_\_

Do you have any past or current physical or mental health conditions which may affect the performance of your work?  
\_\_\_\_ Yes \_\_\_\_ No If yes, please explain:  
Physical Health \_\_\_\_\_  
Mental Health \_\_\_\_\_

Are you a US citizen? \_\_\_\_ Yes \_\_\_\_ No If no, do you have a Green Card? \_\_\_\_ Yes \_\_\_\_ No

List information regarding your interests, abilities, activities, and experience which you feel has a bearing on your qualifications for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

Name & Location	From - To	Degree(s)	Date Received
_____	_____	_____	_____
_____	_____	_____	_____

**EDUCATION REFERENCES**

Full Name	Title	Complete Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____

**WORK EXPERIENCE**

Begin with most recent job. Do not include part-time or summer work unless you consider it significant.

Name & Location	From - To	Nature of Work	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT REFERENCES**

List information for those supervisors listed above in Work Experience.

Full Name	Title	Address, City, State, ZIP	Telephone
_____	_____	_____	_____
_____	_____	_____	_____

Bon Homme School District is an equal opportunity employer. The Bon Homme School District does not discriminate against any employee on the basis of sex, race, religion, national origin, age, height, weight, marital status, or handicap/disability unrelated to the employee's ability to perform his/her job.

I verify that the information given by me in this application is true, accurate, and complete. I understand that if I have given any false information on this application or if I have omitted any material fact, I may be disqualified from employment with Bon Homme School District, or if hired, I may be discharged upon discovery of such false statement(s) or omission(s). I understand that my employment with Bon Homme School District may be subject to a reference/background check. I hereby authorize Bon Homme School District to investigate the truthfulness of all statements made on this application and/or contact my former employer(s) and other listed reference(s) or any other person(s) who can verify any information submitted to Bon Homme School District in support of my application for employment. I hereby waive any right that I may have against any person contact by Bon Homme School District, including former employers who provide information concerning this application and I release each said person from liability for providing information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date