TAMALPAIS UNION HIGH
SCHOOL DISTRICT

CLASSIFIED SUBSTITUTE APPLICATION

PERSONAL INFORMATION

First Name: _____ **Last Name:** _____

Address: _____

Cell Phone: _____ **Home Phone:** _____

Email: _____

WORK AVAILABILITY & PREFERENCES

When can you start? ☐ Immediately ☐ Other, Date Available:: _____

What is your availability: ☐ Full Time ☐ Part Time

Days of the week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

What position(s) are you interested in subbing for (check all that apply):

- ☐ Paraeducator
- ☐ Campus Staff Assistant
- ☐ Administrative Assistant / Office Clerk
- ☐ Attendance Clerk
- ☐ Custodial
- ☐ Food Service Worker
- ☐ Library Specialist
- ☐ Health Specialist

EDUCATION

School/Institution	#of Years	Degree/Certificate	Major/Subject
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

SKILLS

List specific skills or work experience you have which are important for the job you are applying for:

_____

_____

_____

_____

EMPLOYMENT EXPERIENCE
(List Most Recent Job First)

1. Employer: _____ Phone: _____

   Address: _____

   Dates of Employment: _____ to _____ Position: _____

   Duties (please describe): _____

   Reason for Leaving: _____

   Supervisor Name: _____ Ok to contact? ☐ Yes ☐ No

   If no, please explain _____

2. Employer: _____ Phone: _____

   Address: _____

   Dates of Employment: _____ to _____ Position: _____

   Duties (please describe): _____

   Reason for Leaving: _____

   Supervisor Name: _____ Ok to contact? ☐ Yes ☐ No

   If no, please explain _____

3. Employer: _____ Phone: _____

   Address: _____

   Dates of Employment: _____ to _____ Position: _____

   Duties (please describe): _____

Reason for Leaving: _____

Supervisor Name: _____ Ok to contact? ☐ Yes ☐ No

If no, please explain _____

PERSONAL DATA & REFERENCES

1. If hired, can you show proof of age? ☐ Yes ☐ No
2. If hired, can you show proof of your legal right to work in the U.S.? ☐ Yes ☐ No
3. Have you ever been convicted of a felony?* ☐ Yes ☐ No

   If yes, please explain _____
4. Have you ever been convicted of a misdemeanor?* ☐ Yes ☐ No

   If yes, please explain: _____
5. Is there anything in your background or experience that would prevent you from coping well in a stressful working environment? ☐ Yes ☐ No

   ** A "Yes" answer to questions 3 or 4 will not necessarily disqualify an applicant from employment.*

REFERENCES

Name	Title	Best Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER PERTINENT INFORMATION

Is there anything else you would like us to know about you?

_____

_____

_____

_____