

Waterloo Central School District

109 Washington Street
 Waterloo, New York 13165

Phone 315-539-1500

Fax 315-539-1504

www.waterloocsd.org



SUBSTITUTE APPLICATION

Personal Information

Date:

Last Name			First	Middle	Social Security Number
Home Address					Home Phone ()
City/State/Zip Code					Other Phone ()
City/State/Zip Code					Email
Certification Area	Type Perm./Prof.	Type Prov./Initial	Expiration Date	Certification Number	
1. _____	_____	_____	_____	_____	
2. _____	_____	_____	_____	_____	

Professional Education (Please list most recent first)

School/Location	Degree	Major	Minor	GPA

Professional Work Experience (Please list most recent first including student teaching)

Employer	Address	Dates Employed	Supervisor	Kind of Work

Military:

In the United States Armed Forces: Yes _____ No _____ If yes, complete below.
Length of Service: _____ Branch: _____ Date of Discharge: _____

Professional References: Please provide the names of those who have closely observed your work. In the case of experienced teachers, present and former superintendents, principals, and other supervisors are preferred.

Name	Institution	Official Position	Present Address	Telephone

Additional Information (You are invited to attach any additional information that would help us know you better.)

Have you been fingerprinted for NYSED? Yes ___ No ___ When? _____
 Have you ever been forced to resign instead of facing disciplinary charges? Yes ___ No ___
 Have you ever been denied tenure? Yes ___ No ___
 Have you ever been convicted of a felony or misdemeanor? Yes ___ No ___
 If yes, please explain on separate sheet of paper
 Have you ever applied to the Waterloo Central School District? Yes ___ No ___
 If so, for what position did you apply? Position _____ When? _____
 Have you ever worked for the Waterloo Central School District? Position _____ When? _____

Please mark your availability and desired positions/locations that you would like to sub for.

Availability					
AM	M	T	W	Th	F
PM	M	T	W	Th	F

K-2	3-5	Elementary	6-8	Middle School	9-12	High School
		Teacher		Teacher		Teacher
		Teacher Assistant		Teacher Assistant		Teacher Assistant
		**Teacher Aide		** Teacher Aide		**Teacher Aide
		** School Monitor		**School Monitor		**School Monitor

****Please complete the civil service application for this position at: <https://seneca-portal.mycivilservice.com/>**

I hereby declare the information provided by me on this application is true, correct and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal. I hereby authorize any individual, company or institution with who I have been associated to furnish the Waterloo Central School District with any information concerning my employment. I authorize the Waterloo Central School District to investigate my background now or in the future, to verify the information provided and I release from liability all persons and or corporations supplying information concerning my background.

Signature: _____

Date: _____

Email this application to Holly.Leone@waterloocsd.org or mail to:

Holly Leone, Human Resource Specialist
 Waterloo Central School District
 109 Washington Street, Waterloo, NY 13165

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.