CENTRAL GREENE SCHOOL DISTRICT

250 South Cumberland Street Waynesburg, PA 15370
Phone: 724-627-8151 Fax: 724-627-9591

Valerie A. Brooks
Director of Business Affairs
vbrooks@cgsd.org

Dear Substitute Employee,

Please complete this form and return it to the Business Office as soon as possible to update your personnel file.

Thank you,

Valerie A. Brooks
Secretary, Director of Business Affairs

Name_____

Areas you prefer to substitute:

Maintenance	**Cafeteria**	**Clerical**
Janitor_____	Cook_____	Classroom Aide_____
Security_____	Cashier_____	Lunch & Bus Aide_____
		Secretarial_____

Signature_____ Date_____