

Brentwood Union Free School District  
Feliciano Administration Building  
52 Third Ave  
Brentwood, New York 11717  
(631) 434-2331

TO: Substitute Teacher Applicants  
FROM: Human Resources

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**All applications must be delivered to Carolina Sosa by appointment. Please contact Carolina at 631-434-2331 or via email at [Carolina.Sosa@bufsd.org](mailto:Carolina.Sosa@bufsd.org)**

In order to be employed as a Substitute Teacher by the Brentwood Union Free School District you must provide the following:

- ❖ Proof of NY State certification
- ❖ -OR- Proof that you are working towards your NY State certification  
\*\*(i.e., Test scores, transcript showing that you are enrolled in education classes working toward your certification, letter from college).
- ❖ Proof that you have been fingerprinted
- ❖ Proof of Workshops: Child Abuse, School Violence and DASA (Dignity for All Students Act)  
Child Abuse/ School Violence Workshops: [www.childabuseworkshop.com](http://www.childabuseworkshop.com) or  
[www.highered.nysed.gov/tcert/certificate](http://www.highered.nysed.gov/tcert/certificate)  
DASA: [www.highered.nysed.gov/tcert/certificate/dasa](http://www.highered.nysed.gov/tcert/certificate/dasa) or  
[www.p12.nysed.gov/dignityact/dasatraining](http://www.p12.nysed.gov/dignityact/dasatraining)

If you are an uncertified teacher (minimum of a Bachelors-Degree) you may work as follows:

- ❖ 90 days only if you are not working towards your certification
- ❖ Beyond the 90 days if you are working towards certification  
\*\*(please see information above regarding this proof).

**Along with the above required documentation, please bring a photo, I.D. and Social Security Card.**

NOTES:

**PLEASE DO NOT SIGN THE AFFIDAVIT OR BACK PAGE OF RETIREMENT FORM PAGE AS IT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.**

Complete all the information except your signature. When you bring it to human resources, it can be notarized at that time.

There are 3 reference forms enclosed. Please give these out to 3 professional individuals or you can do 2 professional and 1 personal (**NO FAMILY MEMBERS**). **They must be mailed back or email by the references themselves, as they are confidential, and you are not permitted to see these forms.**

**NOTE- THE BACK OF THIS PAGE CONTAINS A LIST OF REQUIREMENTS THAT ARE NEED FOR YOUR APPOINTMENT.**

**Requirements to complete an application:**

- Resume
- Bachelor's Degree
- Unofficial Transcript
- 3 References \*(must be in a sealed envelope or can be emailed to me directly by person completing reference at **Carolina.Sosa@bufsd.org**)
- Photo ID
- Original Security Card
- Required Workshops Completion
- Direct Deposit Set Up Requires - Void Check or Bank Direct Deposit Authorization Form

**WANDA ORTIZ-RIVERA**  
**Superintendent of Schools**  
**Brentwood Union Free School District**  
**SUBSTITUTE TEACHER APPLICATION**

Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Init. \_\_\_\_\_

Present Address \_\_\_\_\_

Home Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail address: \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Earliest starting date \_\_\_\_\_ Days you are available to sub \_\_\_\_\_

Please state your preference as to the area(s) in which you want to sub:

Elementary \_\_\_\_\_ Secondary \_\_\_\_\_ Special Education \_\_\_\_\_

Art \_\_\_\_\_ Music \_\_\_\_\_ Physical Education \_\_\_\_\_ Bilingual/ESL \_\_\_\_\_

Do you speak a language(s) other than English? Yes  No

If yes, state language and what degree of fluency? \_\_\_\_\_

*If your availability changes, **YOU ARE** responsible to contact this office.*

**NOTE:** *Continued refusal of assignment will result in your being placed a low priority position on the substitute list.*

Certification: Professional  Initial  Uncertified

Subject Area \_\_\_\_\_ Effective Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that a conviction/disciplinary record will not automatically bar employment.

Have you ever been convicted of a crime? Yes  No  If yes, please provide details \_\_\_\_\_

Are any criminal charges/proceedings pending against you? Yes  No  If yes, please provide details \_\_\_\_\_

Have you ever been discharged, had tenure refused, been asked to resign or had disciplinary action taken against you by your employer? Yes  No  If yes, please provide details \_\_\_\_\_

Undergraduate College/University \_\_\_\_\_

Degree \_\_\_\_\_

Graduate School \_\_\_\_\_ Degree \_\_\_\_\_

**EDUCATIONAL WORK EXPERIENCE**

School/Location	Position	Reason for Leaving

**NON EDUCATIONAL WORK EXPERIENCE**


Name, title and telephone number of current Supervisor: \_\_\_\_\_

Reason for changing present employment: \_\_\_\_\_

**REFERENCES:** List below 3 Professional references (e.g. Principal, Supervising Teacher, etc.), or 2 professional and 1 Personal reference (NO FAMILY MEMBERS). It is your responsibility to distribute the reference forms to the persons listed below and they must mail the forms back to the Human Resources Department (the address is listed on the top of the form).

**PROFESSIONAL REFERENCES**

Name	Title	Address	Phone#

**PERSONAL REFERENCE**

Name		

**I CERTIFY THAT ALL THE AFOREMENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE, AND I UNDERSTAND THAT FALSE OR IMCOMPLETE STATEMENTS SHALL BE SUFFICIENT CAUSE FOR REMOVAL FROM THE SUBSTITUTE LIST REGARDLESS OF THE DATE OF DISCOVERY.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN TO:**

Brentwood Union Free School District  
 Anthony F. Felicio Administration Center  
 Human Resources Department  
 52 Third Avenue  
 Brentwood, NY 11717  
 Email: CAROLINA.SOSA@BUFSD.ORG  
**SUBSTITUTE TEACHER REFERENCE FORM**

\_\_\_\_\_ is applying for the position of: **SUBSTITUTE TEACHER** in the Brentwood Public School District. This position requires the person to supervise and/or work with children. Please give us your most candid opinion of this person's performance in this position. **Your reply will be strictly confidential.**

**ALL REFERENCES CHECK EACH OF THE ITEMS BELOW**

	EXCELLENT-----POOR						EXCELLENT-----POOR				
	5	4	3	2	1		5	4	3	2	1
<b>PERSONAL QUALITIES</b>						<b>PROFESSIONAL &amp; SOCIAL TRAITS</b>					
Attendance						Understanding of children					
Initiative & self reliance						Cooperation & loyalty					
Tact						Professional interest & growth					
Voice						Attendance history					
Energy						Use of English					
						Interest in general school activity					
						Community leadership					
						Response to constructive criticism					
<b>CHECK BELOW ONLY IF YOU HAVE PERSONAL KNOWLEDGE</b>											
<b>SCHOOL MANAGEMENT</b>						<b>TECHNIQUE OF TEACHING</b>					
Discipline						Daily preparation					
Care of room						Organization of subject matter					
Attention to clerical details						Presentation of subject matter					
Organizational ability						Attention to individual pupil needs					
						Ability to secure interest					

GENERAL RATING: \_\_\_\_\_

What is your assessment of the teaching effectiveness of this candidate? \_\_\_\_\_

What do you feel are this candidate's strongest traits? \_\_\_\_\_

What do you feel are this candidate's weakest traits? \_\_\_\_\_

What were/are the reasons for the candidate leaving present position? \_\_\_\_\_

Would you hire this applicant if you had a position open in your district? \_\_\_\_\_

Is there any additional information which I should be aware of in assessing the strengths and weaknesses of this candidate? \_\_\_\_\_

For how long and in what capacity have you known the candidate? \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Your Telephone Number

\_\_\_\_\_  
Your Position

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