**BRENTWOOD UNION FREE SCHOOL DISTRICT**

**Department of Human Resources**
52 Third Avenue, Brentwood, NY 11717
(631) 434-2331
www.bufsd.org/hr

# Substitute Teacher Application Information

Thank you for your interest in working for the Brentwood Union Free School District as a Substitute Teacher.

## Application Submission

All applications and supporting documents listed below must be submitted **by appointment only** to Martha Solomon in the Human Resources Office located at 52 Third Avenue, Brentwood, NY 11717. To schedule an appointment, please contact Martha by email at **martha.solomon@bufsd.org** or by phone at (631) 434-2331.

## Requirements for Application

Please bring the following documents to your appointment:

- Resume
- Bachelor's Degree
- Unofficial Transcript
- Fingerprint Clearance
- Proof of NYS Certification **OR** proof that you are working towards your certification (test scores, letter from college, transcript showing you are enrolled in education classes)
- Proof of Completed Workshops
    - Child Abuse
    - School Violence
    - Dignity for All Students (DASA)
- Three (3) Professional References (Name and Phone Number Only, No Family Members)
    - You may use 3 professional references, OR 2 professional and 1 personal
- Photo Identification
- Original Social Security Card
- Direct Deposit Setup Documentation:
    - Voided Check **OR**
    - Bank Direct Deposit Authorization Form

## *Notes*

- If you are an **uncertified teacher** (minimum of a Bachelor's Degree) you may work beyond the 90 days **if** you prove you are working towards your certification.
- Please do not sign the affidavit or back page of the 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.

We look forward to meeting with you and thank you for your interest in joining the Brentwood Union Free School District.

**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 5 | 4 | 3 | 2 | 1 | | EXCELLENT----------POOR 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **PERSONAL QUALITIES** | | | | | | **PROFESSIONAL & SOCIAL TRAITS** | | | | | |
| 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 | | | | | |
| **CHECK BELOW ONLY IF YOU HAVE PERSONAL KNOWLEDGE** | | | | | | | | | | | |
| **SCHOOL MANAGEMENT** | | | | | | **TECHNIQUE OF TEACHING** | | | | | |
| 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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