



BALDWIN COUNTY PUBLIC SCHOOLS
HUMAN RESOURCES OFFICE
2600 N HAND AVENUE
BAY MINETTE, AL 36507
Telephone: 251.937.0306 Fax: 251.937.0318

SUBSTITUTE EMPLOYMENT APPLICATION

Personal Information

Social Security Number: _____ - _____ - _____

Name: _____
Last First Middle Maiden Suffix (e.g. Jr. etc)

Present Address: _____
Street City State Zip

Date of Birth: _____ Telephone: _____ E-Mail Address: _____

DATA FOR AFFIRMATIVE ACTION (optional)

Sex: Male Female

Ethnicity:

White Non-Hispanic Black Non-Hispanic Hispanic Asian/Pacific Islander American/Alaskan Native

Educational Background

High School Diploma GED

***No education verification required for positions marked below**

College or University	Date of Graduation	Degree Held

Please mark the types of positions for which you are available to substitute:

Certified Positions:

<input type="checkbox"/> Teacher	Requires a valid Alabama Professional Teaching Certificate or Alabama Substitute License (must be 21 years of age)
<input type="checkbox"/> Administrator	Requires a valid Alabama Professional Leadership Certificate (must be 21 years of age)

If you checked a Certified position above:

Do you currently hold an Alabama Teaching Certificate? Yes No Valid until _____

If no, have you applied for an Alabama Substitute License? Yes No Date Applied _____

Classified Positions:

<input type="checkbox"/> Nurse/Social Worker/Therapist (PT/OT)	Requires a valid Alabama license in the field
<input type="checkbox"/> Bus Driver*	Requires current Class A/B CDL with passenger and school bus endorsements, DOT physical, pre-employment drug screen, and Alabama school bus driver certificate
<input type="checkbox"/> Office	
<input type="checkbox"/> Paraprofessional/Aides	
<input type="checkbox"/> Custodian*	
<input type="checkbox"/> Child Nutrition*	

Extra Work Agreements:

<input type="checkbox"/> Coaches	<input type="checkbox"/> After School Childcare	<input type="checkbox"/> Other
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Do you limit your annual earnings because of Social Security benefits or other reasons? Yes No

If yes, please explain and specify the maximum you may earn. _____

Additional Information

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?

Yes No

If you answer "yes" please provide details of conviction including date and place of conviction. **A "yes" answer will not automatically result in a non-issuance but may result in a request for additional information.**

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of the facts shall be sufficient cause for the disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Baldwin County Public School System, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the district.

I hereby authorize the district to conduct work history, personal references or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date