

APPLICATION FOR SUBSTITUTE & EXTENDED DAY

The Independence School
 1300 Paper Mill Road
 Newark, DE 19711
 (302) 239-0330



Inspire. Dream. Achieve.

The Independence School provides equal employment opportunity without regard to an applicant's race, color, gender, national origin, age, religion, disability, genetic information, veteran status, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

The Independence School is an Equal Opportunity employer.

PERSONAL INFORMATION

Name

_____ Last _____ First _____ Middle

Address

_____ Street Address

_____ City _____ State _____ Zip

Telephone

_____ Home _____ Work _____ Cell

Email

Are you related to anyone working at The Independence School?

No Yes, please indicate:

_____ Name _____ Relationship

Referred by current employee (Name/Department):

EMPLOYMENT DESIRED

- | | |
|------------------------------------|------------------------------|
| _____ Early Childhood/Kindergarten | _____ Art 1-8 |
| _____ Elementary 1-5 | _____ General Music K-8 |
| _____ English/Reading 6-8 | _____ Instrumental Music 4-8 |
| _____ Social Studies 6-8 | _____ French 1-8 |
| _____ Mathematics 6-8 | _____ Spanish 1-8 |
| _____ Science 6-8 | _____ Latin 5-8 |
| _____ Physical Education 1-8 | _____ Computer Education |
| _____ Nurse (R.N. Required) | |
| _____ Library | <i>Restrictions :</i> |
| _____ Extended Care | _____ |
| _____ Teaching Aide (ECI, ECII, K) | _____ |

BACKGROUND DATA

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

Are you 18 years of age or older? Yes No

Are you able to perform the essential function of the job for which you are applying, with or without a reasonable accommodation? Yes No

Have you been convicted of a felony or misdemeanor? (A conviction will not necessarily disqualify you for employment.) No Yes

If yes, briefly describe the nature of the crime(s), the date(s) of conviction, and the place of conviction:

Are you currently released on bail, bond, or your own recognizance while awaiting trial for a criminal offense?

No Yes If yes, briefly describe. _____

EDUCATION

High School	Name of School: _____	Years: _____
	City/State: _____	Degree/Diploma Earned: _____
College/ University	Name of School: _____	Years: _____
	City/State: _____	Degree/Diploma Earned: _____
Graduate School	Name of School: _____	Years: _____
	City/State: _____	Degree/Diploma Earned: _____
Post- Graduate	Name of School: _____	Years: _____
	City/State: _____	Degree/Diploma Earned: _____

List any certificates or licenses you hold that may help qualify you for employment.

License or Certification Number: _____ Expiration Date: _____

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SOFTWARE AND LANGUAGE SKILLS

Software and Operating Systems <i>(Check all that apply and circle skill level)</i>	<input type="checkbox"/> Word Beg/Inter/Expert	<input type="checkbox"/> Excel Beg/Inter/Expert	<input type="checkbox"/> PowerPoint Beg/Inter/Expert	<input type="checkbox"/> Access Beg/Inter/Expert
	<input type="checkbox"/> Graphics _____ Beg/Inter/Expert		<input type="checkbox"/> Other _____ Beg/Inter/Expert	
	<input type="checkbox"/> Mac (OS _____) Beg/Inter/Expert		<input type="checkbox"/> Windows, Version(s) _____ Beg/Inter/Expert	
Languages	Read: _____	Write: _____	Speak: _____	

Application for Substitute Employment, continued

EMPLOYMENT HISTORY (Please list all employers within past 10 years - add an additional sheet, if needed.)

School/Organization:	Position:
From:	
To:	
Address:	Reported To:
Telephone:	Reason For Leaving:
Primary Duties:	

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From:	
To:	
Address:	Reported To:
Telephone:	Reason For Leaving:
Primary Duties:	

PROFESSIONAL REFERENCES

Please provide (3) three individuals who can discuss your current or past work performance.

Name and Contact Information	School/Organization & Position	Relationship	Years Known
1. Name:			
Phone:	Email:		
2. Name:			
Phone:	Email:		
3. Name:			
Phone:	Email:		

Basic Expectations at The Independence School	
*	Overtly supports and acts in accordance with the school's mission
*	Demonstrates planning and preparation
*	Develops and maintains an atmosphere that inspires learning
*	Shows evidence of professional standards of personal presentation, punctuality, professional courtesy, and discretion

ACKNOWLEDGEMENT

I understand and acknowledge the following:

1. If I am offered employment, as a condition of employment, I will be required within three days of beginning work to submit proof of my identity and legal right to work in the United States.

2. I hereby certify that all of the information set forth in this application and any attached resume is true, complete, and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed the application. I agree that any omission, misrepresentation, falsification, or misstatement of material facts or information on this application or related document may result in the rejection of this application or my immediate discharge if I am employed.

3. I authorize any of the persons or organizations referenced in this application to provide The Independence School with any and all information that they may possess concerning my previous employment, education, or experience. I authorize The Independence School to request and receive such information. I also understand that, in conjunction with this application, I will be asked to complete and sign a "Background Screening Consent" form.

4. I understand and agree that, if I am offered a position, it will be offered on condition that my employment shall be at-will, as defined by law and for no definite period, and that my employment may be terminated at any time, with or without cause and with or without prior notice, by myself or the school; or, if I am offered an employment contract, the terms and conditions of my employment will be governed by the terms of the employment contract.

5. I have read, understand, and accept the Basic Expectations.

6. I have read and understand everything on this application.

Date:	Signature:
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EMPLOYEE DOCUMENTATION CHECKLIST - FOR OFFICE USE ONLY						
<i>Name</i>	<i>Hire Date</i>	<i>PPD /Risk Assesmt.</i>	<i>Annual BBP</i>	<i>Criminal Backgrd.Ck.</i>	<i>I-9</i>	<i>Annual ER Card</i>