

CERTIFIED TEACHER / LICENSED SUBSTITUTE TEACHER APPLICATION PROCESS

ITEMS YOU NEED TO APPLY FOR TEACHER AND/OR LICENSED SUBSTITUTE:

- _____ Complete MSD Certified Teacher / Licensed Substitute Teacher Application
- _____ Copy of Indiana Teaching License
- _____ Official college/university transcripts
- _____ Copy of your professional assessment scores NTE; PRAXIS; or CORE

LICENSED SUBSTITUTE TEACHERS NEED ADDITIONAL ITEMS:

You will be placed on our sub list only after you have returned all completed forms, interviewed and have completed the mandatory online orientation.

- _____ Expanded Background is required by Indiana law for all new school employees. MSD of Steuben County has hired Safe Hiring Solutions to run our backgrounds. Safe Hiring Solutions website is available at: <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 3**. Safe Hiring requires the applicant to use a credit card for the approximately \$40 charge (cost varies depending on states/counties/previous licensure).
- _____ Employment Eligibility Verification (Form I-9) (**see backside of the form for acceptable ID documents**) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 5**.
- _____ Employee's Withholding Allowance Certificate (Form W-4) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 6**.
- _____ State of Indiana Employee's Withholding Exemption and County Status Certificate (Form WH-4) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 7**.
- _____ ACH Agreement for Preauthorized Deposit (**need voided check for checking account or bank information for savings account**) <https://sites.google.com/a/msdsc.us/substitute-instructions/home> **Step 8**.
- _____ Substitute Teachers, upon receipt of your completed application and all required documentation, will be contacted to schedule an interview. The interview will take approximately 30 minutes.
- _____ After the interview process, you may be directed to complete the mandatory online orientation.

If you have questions, please contact Wendy Wilson
(260) 665-2854 extension 1300
wwilson@msdsc.us

Incomplete applications will be held for 30 days and then destroyed.



Metropolitan School District of Steuben County

400 South Martha Street
 Angola, IN 46703
 260.665.2854

Web Site: www.msdsteuben.k12.in.us
 Member: North Central Association

Date of Application: _____

PERSONNEL APPLICATION FOR CERTIFIED TEACHER STAFF AND/OR LICENSED SUBSTITUTE TEACHER

PLEASE FILL OUT ALL BLANKS WITH COMPLETE, DETAILED INFORMATION. **Your application must include official transcript(s), Indiana teaching license, professional assessment scores.** You are encouraged to attach a vita sheet. Those applicants who desire or believe they will need one or more accommodations to participate in the application and interview process should contact the above address and telephone number.

Name:

<i>Last</i>	<i>First</i>	<i>Middle</i>
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Home Address:

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Present Phone Number:

Email Address:

<i>Area Code</i>	<i>Number</i>
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Teacher Retirement Number _____ *Are you receiving benefits from the state? YES or NO

*(We will not contribute to retirement funds if you are already receiving these benefits.)

POSITION(S) BEING SOUGHT

(Number in order of preference for elementary positions only)

_____ I am willing to **Substitute Teach** in the areas marked "S".

I am available to substitute Full Time Part Time _____

	<i>Elementary</i>		<i>Middle School</i>		<i>High School</i>	<i>List Major Teaching Area(s);</i>
	<i>Kindergarten</i>		<i>Grade 6</i>		<i>Grade 9</i>	
	<i>Grade 1</i>		<i>Grade 7</i>		<i>Grade 10</i>	
	<i>Grade 2</i>		<i>Grade 8</i>		<i>Grade 11</i>	<i>List Minor Teaching Area(s)</i>
	<i>Grade 3</i>				<i>Grade 12</i>	
	<i>Grade 4</i>					
	<i>Grade 5</i>					

All schools in MSD of Steuben County are full service schools. Please list all activities you would be qualified and willing to coach/sponsor/supervise:

EDUCATION

Type of School	Name and Location of School	Major(s)	Degree	Years Attended To	No. of Semester Hours
High School					
College					
College					
Graduate School					
Other					

(Applicants should possess a valid Indiana Teaching Certificate or be taking necessary steps to establish eligibility for certification.)

Type of Certificate (Elementary, Secondary, Etc.)	Grade	Date of Issue	Date Expires	License Number	Subject/Area Endorsement

TEACHING EXPERIENCE (Including Student Teaching if completed within last three years)
Attach "Highly Qualified" documentation from previous school.

Name and Location of School (Begin with most recent experience)	Grade or Subjects	From		To		Reason for Leaving
		Month	Year	Month	Year	

WORK EXPERIENCE OTHER THAN TEACHING

Name and Location of Company (Begin with most recent)	Kind of Business	From		To		Reason for leaving
		Month	Year	Month	Year	

Are you now under contract? _____

When are you available for an interview? _____

PERSONAL DATA

EXTRA CURRICULAR ACTIVITIES (CLUBS, VARSITY ATHLETICS, INTRAMURALS, ETC.)

In High School - _____	In College - _____
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We are interested in any further information about you that may distinguish your application. This might include travel, honors, publications, advance study, participation in special programs, extracurricular activities, civic and/or special interests.

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REFERENCES

Please list three references, including present and former principals, department heads, or college instructors under whom you have worked. Serious consideration of your application may necessitate our inquiring with one or more of these references. Please indicate a date after which we might make such an inquiry.

Name	Position	Phone Number	Present Address	Date

AUTOBIOGRAPHICAL STATEMENT (IMPORTANT)

Please provide a full statement concerning your background and experience focusing particularly upon your qualifications for teaching and extracurricular sponsorship, your cultural and avocation interests, and any unique qualifications that may distinguish you from candidates with otherwise similar qualifications. (Attach additional sheets if needed.)

AGREEMENT

I certify that the information given on this application is true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability on account of their responses to inquiries made in connection with my application herein.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the MSD of Steuben County.

Signature of Applicant

Date

*PLEASE SEND THIS APPLICATION ALONG WITH ALL REQUIRED DOCUMENTATION TO THE HIRING ADMINISTRATOR
Official Transcript(s)
Indiana Teaching License
Professional Assessment Scores: National Teacher Exam (NTE); Praxis II; or CORE*

Applications remain on active file for one year. Renewal of the application is the responsibility of the applicant and can be accomplished by forwarding a written notice along with updates.

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, creed, color, religion, national origin, age, gender, and where applicable marital status, familial status, parental status, domicile, disability, genetic information, veteran status, sexual orientation, political beliefs, reprisal, or any legally protected characteristic. For inquiries of: Title IX, Section 504, American With Disabilities Act Contact: Director of Curriculum & Instruction, 400 S. Martha Street, Angola, IN 46703, (260) 665-2854

BACKGROUND INFORMATION

- Yes No 1. Is your conduct as an employee or the quality of your work the focus of any investigation by your current employer?
- Yes No 2. Have you ever been reprimanded, disciplined, discharged, had your employment contract non-renewed, or asked to resign from a prior position?
- Yes No 3. Have you ever resigned from a position after being offered the opportunity to resign rather than be terminated?
- Yes No 4. Have you ever resigned from a prior position without being asked; but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes No 5. Have you ever had your teaching license suspended or revoked by any entity that may issue a teaching license?
- Yes No 6. Have you ever had an inquiry with the Department of Child Service where you have been the subject of a substantiated report of child abuse or neglect?
- Yes No 7. Have you ever had an inquiry with the Child Welfare Agency in any state where you have committed child abuse or neglect?
- Yes No 8. Have you ever been investigated for, charged with, or pled guilty or "no contest" to any crime involving the sexual abuse of any person or indecency with a minor?
- Yes No 9. Have you ever pled guilty, been convicted of, or otherwise been found in violation of the law by a court for any matter other than a minor traffic violation?
- Yes No 10. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?

NOTE: If you checked **YES** for any of the ten questions, explain the circumstances on a separate sheet and attach it to this application.

AUTHORIZATION AND RELEASE

I expressly waive in connection with any request for, or provision of such information, any claims or accusations of action including, without limitation, defamation, infliction or emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees or agents, or against any provider of any information.

I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

I understand that if there are discrepancies between what I have checked above and the Expanded Background, I will explain the circumstances on a separate sheet and attach it to this application.

Signature: _____ Date: _____

*Metropolitan School District of Steuben County
400 South Martha Street
Angola, IN 46703*