



**School District of Rib Lake  
Professional Staff  
SUBSTITUTE APPLICATION**

(Please Print or Type)

*An Equal Opportunity Employer*

**GENERAL INFORMATION**

<b>Name</b> _____			
Last	First	Middle	Social Security Number
<b>Address</b> _____			
Street	City	State	Zip Code
<b>Home Telephone</b> _____		<b>Cell Phone</b> _____	
<b>E-Mail Address</b> _____		<b>Electronic Portfolio (if available)</b> _____	

**You are applying to a position as Professional Staff Substitute (i.e. Classroom teacher substitute)**

Have you filed an application with our school district before? \_\_\_ Yes \_\_\_ No

If Yes, give date: \_\_\_\_\_ and position applied for: \_\_\_\_\_

Have you acquired tenure in another district? \_\_\_ If yes, in what school district? \_\_\_\_\_

Date available to substitute \_\_\_\_\_

**CERTIFICATION**

List all areas in which you hold valid Wisconsin and/or out-of-state teaching certificates. NOTE: Applicants holding a certificate from another state must obtain Wisconsin licensure in order to teach in the School District of Rib Lake.

Area of Certification	Issuing State	Grade Level	Date Issued

**EDUCATIONAL BACKGROUND**

School or Institution and Location	Dates Attended	Major/Minor	Diplomas, Degrees or Credits Earned	Grade Point Average (GPA)

**Non Discrimination Clause**

The School District of Rib Lake does not discriminate against any person on the basis of sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, age, or physical, mental, emotional or learning disability or handicap in its educational programs and activities.

## TEACHING/SCHOOL RELATED WORK EXPERIENCE

List most recent experience first. Include student teaching if less than three years experience. Use separate sheet if necessary.

From	To	Total Years	Name & Address of Employment	Principal/Immediate Supervisor	Grade or Subject Taught or Type of Job

## REFERENCES

References should include superintendents, principals, or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed.

NAME	POSITION	ADDRESS	TELEPHONE

**Student Teaching References:** Please attach photocopies of letters of references and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

## OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

## GENERAL BACKGROUND INFORMATION

**You must give complete answers to all questions.**

If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. You must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records. Please print and sign your name on the sheet, and include your social security number.

Are you a citizen of or authorized to work in the United States?                       Yes                       No

### Non Discrimination Clause

The School District of Rib Lake does not discriminate against any person on the basis of sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, age, or physical, mental, emotional or learning disability or handicap in its educational programs and activities.

Were you ever convicted of a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently under charges for a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever forfeited bond or collateral in connection with a criminal offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

Within the last ten years, have you resigned after being notified that you would be fired or been non-renewed for discipline reasons? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been professionally disciplined in any state? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Professionally disciplined means the annulment, revocation, or suspension of your teaching certificate or having received a letter of reprimand from an agency, board, or commission of state government, such as the Wisconsin Department of Public Instruction.)

Offers of employment are conditional based upon the satisfactory completion of a criminal background check with the Department of Justice. Conviction of a crime or pending charge is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense and the relationship between the offense and the position for which you are applying. Have you ever been found guilty of, or do you presently have pending, any violations of law including ordinance violations other than minor traffic violations? (In accordance with State law, pending charges or convictions will not be used or considered unless they are substantially related to circumstances of the particular job.)

\_\_\_\_\_ Yes \_\_\_\_\_ No

### **CERTIFICATION AND RELEASE AUTHORIZATION**

I hereby authorize the School District of Rib Lake and any agent acting on its behalf, to investigate my employment history and any other information related to my suitability for employment. I authorize any former employer, person, reference, firm, corporation, educational institution, or government agency to give the School District of Rib Lake any information regarding my background. In review of this application and related attachments, I release from all liability and/or legal claims the School District of Rib Lake its Board, and its agents, as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information. A photocopy of this release shall be as valid as the original and may be relied upon by all persons providing information. Further, I certify that all information on this application and related attachments are true, and correct to the best of my knowledge. I understand that any false or misleading statements made by me, or material omission of information requested of me, shall constitute grounds to deny employment, or if employed, for my immediate dismissal.

I hereby acknowledge that I have read and understand the foregoing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Candidate (In Ink)  
*Must be original*

#### **APPLICATION SUBMISSION INSTRUCTIONS:**

Mail, fax, or email the following:  
application, cover letter, resume, letters of reference (3), transcripts, and license(s).

School District of Rib Lake  
District Administrator  
PO Box 278  
Rib Lake, WI 54470

Phone: (715) 427-3222  
Fax: (715) 427-5022  
Email: lmanion@riblake.k12.wi.us

#### **Non Discrimination Clause**

The School District of Rib Lake does not discriminate against any person on the basis of sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, age, or physical, mental, emotional or learning disability or handicap in its educational programs and activities.