



## APPLICATION FOR SUBSTITUTE TEACHING

**NAME** \_\_\_\_\_

LAST                      FIRST                      MIDDLE                      SOCIAL SECURITY NUMBER<sup>1</sup>

**PRESENT ADDRESS** \_\_\_\_\_

STREET                      (AREA CODE) TELEPHONE

\_\_\_\_\_  
CITY                      STATE                      ZIP CODE

**E-MAIL ADDRESS (IF AVAILABLE)** \_\_\_\_\_

### CERTIFICATION

(LIST ALL AREAS IN WHICH YOU HOLD VALID PENNSYLVANIA AND/OR OUT-OF-STATE TEACHING CERTIFICATES. NOTE: APPLICANTS HOLDING A CERTIFICATE FROM ANOTHER STATE MUST OBTAIN A PENNSYLVANIA CERTIFICATE IN ORDER TO TEACH IN PENNSYLVANIA PUBLIC SCHOOLS.)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED

### Denomination/Congregation

Please list your denomination and congregation where you attend with mailing address and phone number below:

### EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
GRADUATE STUDY				
GRADUATE STUDY				

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To		(Area Code) Telephone: _____		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To		(Area Code) Telephone: _____		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To		(Area Code) Telephone: _____		
Work Performed:		Reason for Leaving:		
Name & Title of Supervisor:				Final Yearly Salary:

Please list extracurricular activities you feel capable of supervising (includes clubs, drama, sports, etc)

## 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/or principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

NAME	POSITION	ADDRESS	TELEPHONE

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, 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.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

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 been fired from any job for any reason?  Yes  No

Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No

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

Professional disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: 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. Please print and sign your name on the sheet, and include your social security number.**

### Marital Status

Are you separated from a spouse, divorced, remarried or married to a divorced person?  YES  NO If yes, please explain in the space provided below:

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**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit prior to employment a copy of your Criminal History Record Information report from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The cost is \$10.00. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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**ACT 114 (FBI Federal Criminal History Record)**

All student teachers and prospective employees of public and private schools, who have direct contact with children, must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. Applicants must register (online or by phone) prior to going to the fingerprint site. The applicant will pay a fee of \$28.75 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed.

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**ACT 151 (PA Child Abuse History Clearance)**

Before a teacher can be hired, candidates must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

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**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I give the school and its designated representatives permission to contact the schools, employers, and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information from any liability for doing so.

I further waive the right ever to personally view any references given to the school.

In addition, I declare all my statements and answers which are part of this application to be complete and correct to the best of my knowledge.

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Date Signature of Candidate (in ink)  
[Must be original]

**FINAL APPLICATION CHECKLIST**

Please return this completed application with the following items to this school to apply for a position:

- Substitute Teacher Availability Checklist**
- Copies of your Act 34, Act 114 and 151 clearances** - application can be submitted without these clearance copies, but will be needed for employment.

**CONFESSION OF FAITH FROM A MENNONITE PERSPECTIVE**

YES     NO    I have read and am in agreement with the school's mission statement and philosophy of education.

LAMS teaches from the Anabaptist perspective and adheres to the principles found in the *Confession of Faith in a Mennonite Perspective*.

**Date** \_\_\_\_\_    **Signed** \_\_\_\_\_

**Submit Application to:**

**Lititz Area Mennonite School**  
**1050 E. Newport Road**  
**Lititz, PA 17543**

[www.lams.info](http://www.lams.info)  
(717) 626-9551

**Lititz Area Mennonite School  
Substitute Teacher Information**

**Name:** \_\_\_\_\_ *Preferred Phone:* \_\_\_\_\_  
\_\_\_\_\_ *Alternate Phone:* \_\_\_\_\_  
\_\_\_\_\_ *Email:* \_\_\_\_\_

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If only available certain days, please check day(s) available

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

Please check classes for which you would substitute:

- \_\_\_\_\_ Kindergarten
- \_\_\_\_\_ Grades 1, 2, 3, 4, 5
- \_\_\_\_\_ Grades 6, 7, 8 Math
- \_\_\_\_\_ Grades 6, 7, 8 Science
- \_\_\_\_\_ Grades 6, 7, 8 Language Arts
- \_\_\_\_\_ Grades 6, 7, 8 Social Studies
- \_\_\_\_\_ Grades 6, 7, 8 Bible
- \_\_\_\_\_ Grades 6, 7, 8 Spanish
- \_\_\_\_\_ Grades K-8 Music
- \_\_\_\_\_ Grades 1-8 Art
- \_\_\_\_\_ Grades 7, 8 Health
- \_\_\_\_\_ Grades K-8 Librarian
- \_\_\_\_\_ Grades 1-8 Computer
- \_\_\_\_\_ Grades K-8 Phys. Ed.

Additional limitations or comments:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Please return this page along with your application to  
Lititz Area Mennonite School, 1050 E. Newport Road, Lititz, PA 17543**

## **LAMS Substitute Teacher Guidelines:**

1. Please stop in at the office before reporting to your substitute assignment. Sign in and out each day on the Substitute Teacher Sign-In Sheet. Be sure to return the key at the end of each day – if you take one.
2. The teacher for whom you are substituting has spent time coming up with plans for the day; please do not deviate from them.
3. Locate the classroom teachers sub folder and become familiar with routine information before the start of the school day.
4. Fill out the substitute teacher form and leave on their desk before leaving for the day. This gives the classroom teacher a picture of what transpired while they were gone.
5. The use of candy or any other type of “treats” to motivate the students is discouraged.
6. Let the classroom teacher know of any situations that had taken place during your time with the students that need attention or action upon their return.
7. Check with your grade level partner in elementary, or next door neighbor in middle school if you have any questions.
- 8. *Follow the “Professional Appearance Code” that the rest of the teachers follow when substituting at LAMS (attached).***
9. Thanks for stepping in to substitute at LAMS. We appreciate you!

***KEEP THIS PAGE FOR YOUR REFERENCE***

## **PROFESSIONAL APPEARANCE CODE**

Lititz Area Mennonite School represents the Anabaptist principles of modesty and simplicity. Faculty and staff should remember that as representatives of the Lord Jesus Christ and our school, they should carefully maintain proper standards of dress and behavior at all times.

The following guidelines are to be followed to maintain and express the above convictions:

- A. Women should wear dresses or skirts.
  - As a standard for dress lengths, the skirt should at least touch the floor when kneeling. Attire should be modest so as to avoid sheer, tight fitting, sleeveless tops, and low necklines.
  - Slacks, jeans and visible shorts are not to be worn (even under skirts), except as determined by Administrator.
  - P.E. teacher may wear jogging outfit when appropriate.
  - Hair should be clean and well groomed.
  
- B. Men should be dressed neatly with appearance appropriate to their specific responsibilities.
  - For faculty, a jacket or dress sweater is appropriate. Sport shirts are also acceptable.
  - Jeans may not be worn except as determined by Administrator.
  - P.E. teacher may wear jogging outfit when appropriate.
  - Hair should be of modest length and well groomed.
  
- C. In the interest of simplicity and neatness, accessories such as earrings, rings (except wedding band), necklaces and nail polish (except clear) are not to be worn while at school.
  
- D. Clothes and shoes should present a professional appearance. Sandals are acceptable; however, casual, beach-style flip flop sandals are not to be worn during school hours.\*

In matters of interpretation, final authority resides with the Administrator.

Approved by Board  
6/19/07

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\*Modified 06/20/2013