



## Application for Substitute Teaching

Greenhills School  
850 Greenhills Drive  
Ann Arbor, MI 48105

In addition to this application, please attach a detailed résumé and a copy (official or unofficial) of your transcript(s), or contact your university's placement office to have transcripts mailed directly. Include a self-addressed stamped envelope if you would like your transcripts returned to you.

Mail all relevant materials to the above address, to the attention of Substitute Coordinator. If you have questions, please email [substitute@greenhillsschool.org](mailto:substitute@greenhillsschool.org).

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone: Day \_\_\_\_\_

Address \_\_\_\_\_

Evening \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Cell \_\_\_\_\_

Degree(s): specify institution and year earned

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Substitute Teaching Experience: indicate subject, grade, school and reference contact person, including phone number

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Full-Time Teaching Assignments or other related experience

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Substitute Teaching Preferences: please check all areas of interest

Grade Level:

- 6<sup>th</sup>
- 7<sup>th</sup> – 8<sup>th</sup>
- 9<sup>th</sup> – 12<sup>th</sup>

Subject:

- English
- Fine & Performing Arts
  - Art
  - Instrumental Music
  - Vocal Music
- Foreign Language
  - Chinese
  - French
  - Latin
  - Spanish
- Math
- Physical Education
- Science
- Social Studies

Interested in tutoring:

- English
- Fine & Performing Arts
  - Art
  - Instrumental Music
  - Vocal Music
- Foreign Language
  - Chinese
  - French
  - Latin
  - Spanish
- Math
- Physical Education
- Science
- Social Studies

Please list any particular areas of expertise within your field

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Greenhills requires that all substitute teacher applicants submit electronically scanned fingerprints. If you have had fingerprints taken after Jan. 1, 2006 and your prints are on file with another school district in Michigan, please complete the Fingerprint Release Form and submit it to the appropriate agency. If you have not had fingerprints taken, please see the Fingerprinting Information document. Both documents are available in the Employment Opportunities section of the Greenhills web site.

Fingerprint status:  Have been done; will have results sent to Greenhills  
 Have not been done; appointment scheduled for \_\_\_\_\_ (date)