



Application for Substitute Teacher Greenhill School Ann Arbor, MI

In addition to this application, please attach an updated resume. Complete application packages should be returned to Todd Gatlin (tgatlin@greenhillsschool.org), Quincy McLaughlin (qmclaughlin@greenhillsschool.org), and Jonathan Schwartz (jschwartz@greenhillsschool.org).

Applicant Information

Name: _____
First
Middle
Last

Present Address: _____
Street, City, State, ZIP Code

Permanent Address: _____
Street, City, State, ZIP Code

Phone: _____ E-mail _____
Residential
Cell

Name under which your credentials are filed, if different from above: _____

Education Background

Institution	State	Degree Earned	Year Earned

Substitute Teaching Experience (if more than one, attach on a separate page)

School:		City and State:	
Subject matter and grades taught:			
Extra Responsibilities:			
Immediate Supervisor: (name, title, and phone number)			
From:		Reason for leaving:	
To:			

Full-Time Teaching Experience (if more than one, attach on a separate page)

School:		City and State:
Subject matter and grades taught:		
Extra Responsibilities:		
Immediate Supervisor: (name, title, and phone number)		
From:	Reason for leaving:	
To:		

Other Work Experience (if more than one, attach on a separate page)

Employer:		City and State:
Immediate Job Responsibilities:		
Extra Responsibilities:		
Immediate Supervisor: (name, title, and phone number)		
From:	Reason for leaving:	
To:		

May we contact the immediate supervisors listed? Yes No

If no, which one(s) may we not contact? _____

Personal Background

Are you lawfully entitled to be employed in the United States? Yes No

Have you ever been convicted of a crime except a minor traffic violation? Yes No

If yes, please state citation, date and place where offense occurred: _____

Are there any felony charges pending against you? Yes No If yes, please state nature of charge: _____

Substitute Teaching Preferences *(Please check all areas of interest)*

Grade Level:

- Middle School
Grades 6 – 8
- Upper School
Grades 9 – 12

Subject Areas:

- English
- Fine & Performing Arts
 - Art
 - Instrumental Music
 - Vocal Music
- Foreign Language
 - Chinese
 - French
 - Latin
 - Spanish
- History
- Mathematics
- Science
- Social Studies
- Wellness

Interested in tutoring:

- English
- Fine & Performing Arts
 - Art
 - Instrumental Music
 - Vocal Music
- Foreign Language
 - Chinese
 - French
 - Latin
 - Spanish
- History
- Mathematics
- Science
- Social Studies
- Wellness

Personal/Professional References *(Please list three individuals who are not related to you)*

Name	Address	Phone	Occupation	Years known

Please provide any additional information such as special skills, training, management experience, certifications, licensing or other qualifications you feel will be helpful to us in considering your application:

Greenhills School is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by State and Federal law. Michigan law requires that a person with a disability or handicap requiring accommodations to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known.

Please read the following statements carefully before signing to indicate your understanding

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to Greenhills School.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in termination.

Signature of Applicant

Date

* Employers specifically excepted: _____