



**Application for Substitute Teacher
Greenhill School
Ann Arbor, MI**

To apply please submit this application and attach an updated resume to Quincy McLaughlin (qmclaughlin@greenhillsschool.org), and John Nickel (jnickel@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? _____

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

Have you ever been convicted of a felony? Yes No

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

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

Have you ever been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department? (unless the investigation resulted in a finding that all allegations were unsubstantiated).

Yes No

Have you ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation?

Yes No

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

- | | | |
|--|---|--|
| <p>Grade Level:</p> <p><input type="radio"/> Middle School
Grades 6 – 8</p> <p><input type="radio"/> Upper School
Grades 9 – 12</p> | <p>Subject Areas:</p> <p><input type="radio"/> English</p> <p><input type="radio"/> Fine & Performing Arts</p> <p style="padding-left: 20px;"><input type="radio"/> Art</p> <p style="padding-left: 20px;"><input type="radio"/> Instrumental Music</p> <p style="padding-left: 20px;"><input type="radio"/> Vocal Music</p> <p><input type="radio"/> Foreign Language</p> <p style="padding-left: 20px;"><input type="radio"/> Chinese</p> <p style="padding-left: 20px;"><input type="radio"/> French</p> <p style="padding-left: 20px;"><input type="radio"/> Latin</p> <p style="padding-left: 20px;"><input type="radio"/> Spanish</p> <p><input type="radio"/> History</p> <p><input type="radio"/> Mathematics</p> <p><input type="radio"/> Science</p> <p><input type="radio"/> Social Studies</p> <p><input type="radio"/> Wellness</p> | <p>Interested in tutoring:</p> <p><input type="radio"/> English</p> <p><input type="radio"/> Fine & Performing Arts</p> <p style="padding-left: 20px;"><input type="radio"/> Art</p> <p style="padding-left: 20px;"><input type="radio"/> Instrumental Music</p> <p style="padding-left: 20px;"><input type="radio"/> Vocal Music</p> <p><input type="radio"/> Foreign Language</p> <p style="padding-left: 20px;"><input type="radio"/> Chinese</p> <p style="padding-left: 20px;"><input type="radio"/> French</p> <p style="padding-left: 20px;"><input type="radio"/> Latin</p> <p style="padding-left: 20px;"><input type="radio"/> Spanish</p> <p><input type="radio"/> History</p> <p><input type="radio"/> Mathematics</p> <p><input type="radio"/> Science</p> <p><input type="radio"/> Social Studies</p> <p><input type="radio"/> Wellness</p> |
|--|---|--|

Personal/Professional References *(Please include two current/recent supervisors)*

Name	Address	Phone	Occupation	Years known

In connection with your application for employment, we may procure a consumer report as part of considering your candidacy as an employee. This consumer report may include, but is not limited to, a general background check to include: a criminal and civil records check, past employment verification, verification of your education, and driving record.

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: _____