



## Substitute Teacher Application

Instructions to apply:

If you would like to be on the substitute teacher list at Kane School District, please follow this procedure:

1. Submit the attached job application to a principal at a school you would like to sub at.
2. Once you are recommended to sub by the principal, we will email you a link that you can use to access the required SafeSchools district training. You will be paid for your time to complete the training.
3. Pass background check. Fingerprinting can be done at the district office (no charge). Bring driver license and social security card with you.
4. Fill out and submit the payroll packet to the district office (we will give this to you).
5. Finally, we will give you instructions on how to set up an account in SmartFind. This is the sub calling system we use to fill sub positions.

**The above steps must be completed before you can sub in the classroom.**

Those on the list from last year: please let Kim know if you would like to be on the list this year. We will email you the online training for this year. Thank you!

Contact Kim Blake at [blakek@kane.k12.ut.us](mailto:blakek@kane.k12.ut.us) with questions you may have.



## SUBSTITUTE APPLICATION

KANE COUNTY SCHOOL DISTRICT  
746 SOUTH 175 EAST  
KANAB, UTAH 84741  
435-644-2555  
<https://kanek12.org>

DATE: \_\_\_\_\_

### PERSONAL INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### TRAINING AND EXPERIENCE:

You must complete all applicable items in this section or your application will be rejected. The information you give regarding your training and experience will be used to determine if you meet the minimum qualifications, and part or all of your examination may be based on the information you provide.

Have you graduated from high school or received a GED? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, what is the highest grade completed:

#### COLLEGE/UNDERGRADUATE WORK:

| College/University | Dates | Major | Minor | Degree |
|--------------------|-------|-------|-------|--------|
|--------------------|-------|-------|-------|--------|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

#### COLLEGE/GRADUATE WORK:

| College/University | Dates | Major | Minor | Degree |
|--------------------|-------|-------|-------|--------|
|--------------------|-------|-------|-------|--------|

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

### CERTIFICATES OR SPECIALIZED TRAINING DOCUMENTATION

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

### LANGUAGES (OTHER THAN ENGLISH)

Level of Proficiency

|       |       |       |       |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

**EXPERIENCE:**

Begin with your most recent or present employment and describe all periods of employment (full and part-time), including volunteer work. Attach additional pages as necessary, using the same format.

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Your position/title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Your position/title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Your position/title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Period of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Duties/Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

## BACKGROUND INFORMATION:

**A.** Have you ever:

Been convicted of a violation of law other than a minor traffic violation? YES NO

Pled guilty and had your guilty plea held in abeyance in a criminal proceeding? YES NO

Been placed on probation in conjunction with a criminal charge or conviction? YES NO

If you have answered "Yes" to any of the above, provide a letter of explanation.

**B.** Are any criminal charges or proceedings pending against you? YES NO

If you have answered "YES" to any of the above, provide a letter of explanation.

**C.** Are you willing to accept part-time or temporary employment? YES NO

**D.** Have you ever worked for a school district in the state of Utah? YES NO

**E.** Do you have any relatives currently employed by this District? YES NO

If so, who and where? \_\_\_\_\_

## AGREEMENT

I UNDERSTAND THAT ANY FALSE STATEMENTS, OMISSIONS, OR MISREPRESENTATIONS IN THE APPLICATION OR INTERVIEW PROCESS MAY RESULT IN THE TERMINATION OF THE HIRING PROCESS; THE TERMINATION OF EMPLOYMENT, IF PROVIDED; OR THE TERMINATION OR RESTRICTION OF BENEFITS, SHOULD A FALSE STATEMENT, OMISSION OR MISREPRESENTATION BE LATER DISCOVERED. I UNDERSTAND THAT PRIOR TO BEING OFFERED EMPLOYMENT WITH THE KANE COUNTY SCHOOL DISTRICT I MAY BE REQUESTED TO TAKE AN EMPLOYMENT EXAMINATION AND/OR BE PERSONALLY INTERVIEWED. IN THE EVENT I HAVE A DISABILITY WHICH WILL AFFECT MY ABILITY TO TAKE THE TEST AND/OR MY ABILITY TO EFFECTIVELY PRESENT MYSELF AT AN INTERVIEW, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO INFORM THE KANE SCHOOL DISTRICT SO THAT A REASONABLE ACCOMMODATION CAN BE MADE. ACCOMMODATIONS MAY INCLUDE ACCESSIBLE SITES, MODIFIED CONDITIONS, AND ACCESSIBLE TESTING FORMATS. THE KANE SCHOOL DISTRICT RESERVES THE RIGHT TO REQUIRE MEDICAL DOCUMENTATION CONCERNING THE NEED FOR THE ACCOMMODATION. I UNDERSTAND THAT, AS REQUIRED BY UTAH STATUTE, I WILL BE REQUIRED TO UNDERGO AN INVESTIGATION OF MY BACKGROUND, INCLUDING A CRIMINAL BACKGROUND CHECK. I FURTHER UNDERSTAND THAT I WILL BE REQUIRED TO PAY FOR THIS INVESTIGATION. IN CONJUNCTION WITH THIS INVESTIGATION, I AUTHORIZE THE RELEASE OF INFORMATION IN CONNECTION WITH THIS APPLICATION BY FORMER EMPLOYERS AND SUPERVISORS. I AGREE TO IDEMNIFY AND HOLD HARMLESS FORMER EMPLOYERS AND SUPERVISORS FROM ANY ACTION IN CONJUNCTION WITH THEIR RELEASE OF INFORMATION WITH REGARD TO THESE INQUIRIES.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The Kane County School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition or disability.*

# KANE COUNTY SCHOOL DISTRICT

## Supplemental Questionnaire

Form 508 dated 9/2009

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

NOTE: It is important that you give complete and truthful answers to the following questions. If you answer "YES" to any of them, please provide your explanation(s) on a separate sheet of paper. Include convictions resulting from a plea of nolo contendere (no contest), and information about any expungement.

**OMIT:** traffic fines of \$100.00 or less

We will consider the date, facts and circumstances of each event you list. In most cases, you can still be considered for District employment. However, if you fail to tell the truth or fail to list all relevant events or circumstances, this may be grounds for not hiring you or grounds for dismissal after you begin work.

- |                                                                                                                                                                                                               | <u>YES</u> | <u>NO</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1. During the last 10 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? ..... | _____      | _____     |
| 2. Have you ever been arrested for, convicted of, or forfeited collateral for any felony or misdemeanor violation? .....                                                                                      | _____      | _____     |
| 3. Have you ever been arrested for, convicted of, or forfeited collateral for any firearms or explosives violation? .....                                                                                     | _____      | _____     |
| 4. Are you now under investigation for misconduct or any violation of law? .....                                                                                                                              | _____      | _____     |
| 5. Have you ever been convicted by a military court martial? .....                                                                                                                                            | _____      | _____     |
| 6. Have you been found pursuant to a criminal, civil or administrative action to have committed a sexual offense against a minor child or had any substantiated child abuse charges filed against you? .....  | _____      | _____     |
| 7. Have you voluntarily resigned or surrendered a professional license or certificate in the face of a charge relating to incidents in items 1-6 above? .....                                                 | _____      | _____     |
| 8. Are you now under investigation, on notice of warning, or under probation for any concern related to your employment, maintaining a license, or professional certificate? .....                            | _____      | _____     |
| 9. Does the District employ any relative(s) of yours, either by blood or marriage? If 'YES", please list each one by name, school, and relationship (use separate sheet, if necessary) .....                  | _____      | _____     |

- |                           |                    |
|---------------------------|--------------------|
| 1) Relative(s) Name _____ | Relationship _____ |
| School/Location _____     | Position _____     |
| 2) Relative(s) Name _____ | Relationship _____ |
| School/Location _____     | Position _____     |

(If more space is needed, please attach information on a separate sheet)

I hereby verify that the information provided in this Supplemental Questionnaire is true and correct to the best of my knowledge. Any misstatement, omission or misinformation is grounds to not hire or for dismissal. If hired, I hereby agree to abide by the policies of the Kane County School District. I understand that before I am hired a Criminal Background Check will be required, and I will be responsible to pay the fee.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

It is the policy of the Kane County School District Board of Education to fill each vacancy and newly created position(s) with the most qualified person available. Positions will be filled without regard to race, age, religion, national origin, sex or disability. Qualifications will be based upon the necessary education, certification, skill, knowledge and competencies required for the position.