

# SUBSTITUTE TEACHER APPLICATION

## COCONINO COUNTY Accommodation School District #99

2384 N. Steves Blvd. • Flagstaff, Arizona 86004 • phone (928) 526-5570 • fax (928) 526-5720

### PERSONAL DATA

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City / State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_  
Primary Message

Social Security: \_\_\_\_\_ Date Available: \_\_\_\_\_

Other name(s) used: \_\_\_\_\_

Have you ever been dismissed from a position or asked to resign? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### APPLICANT CHECKLIST

- ☐ Application
- ☐ Certification
- ☐ References (3)

#### EQUAL OPPORTUNITY EMPLOYER

The Coconino County Superintendent of Schools affirms it does not discriminate on the basis of race, color, national origin, sex, age or disability in access or admissions to, success or treatment in, any of its educational programs activities, or employment opportunities.

## 2 PROFESSIONAL EXPERIENCE

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

☐ Position: \_\_\_\_\_ ☐ FT ☐ PT  
Dates: \_\_\_\_\_ to \_\_\_\_\_ Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State Zip  
Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Grades / Subjects: \_\_\_\_\_  
Nature of Work: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Please use additional sheets if you need more space

## REFERENCES

Please give names and addresses of three references who are familiar with your personality, character, and work performance.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Street City / State Zip

## CERTIFICATION

3

Please list all Arizona certifications held for which you are eligible (*please note*). Please include endorsements.

Certificates and Endorsements

Expiration Dates

_____	_____
_____	_____
_____	_____

## EDUCATION

Please list all schools attended, beginning with high school and continuing through graduate / professional degrees.  
“SEE RESUME” is not sufficient.

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

School: \_\_\_\_\_ Dates Attended \_\_\_\_\_ to \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: ☐ Completed ☐ Expected When \_\_\_\_\_

Address: \_\_\_\_\_  
Street City / State Zip

Undergraduate GPA \_\_\_\_\_ Graduate GPA \_\_\_\_\_ Hours beyond most recent degree \_\_\_\_\_

Professional workshops, seminars, pilot projects, etc., pertinent to education, in which you have participated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## PREFERRED LOCATIONS

I will substitute in the following sites: ☐ All Sites

☐ Ponderosa High School  
2384 N. Steves Blvd., Flagstaff, AZ 86004

☐ Tse'Yaato' High School  
P.O. Box 3477, Page, AZ 86040

☐ Coconino County Juvenile Detention  
1000 East Sawmill, Flagstaff, AZ 86001

☐ Coconino County Jail  
951 East Sawmill, Flagstaff, AZ 86001

Due to the tremendous responsibility Coconino County Superintendent of Schools has to its school children and community, the following information is needed from all applicants and employees regarding convictions.\* A conviction on record does not prohibit employment; however, failure to complete this form accurately may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form. Questions regarding this information should be directed to the Personnel Director. Please read carefully and answer every question.

1. Have you ever been convicted of a minor offense other than a traffic violation, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No
2. Have you ever been convicted of a felony, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No
3. Have you ever been convicted of a sex or drug-related offense, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No
4. Have you ever been convicted of a dangerous crime against children as defined in ARS 13-604-01\*\*, or admitted to one in open court pursuant to a plea agreement? ☐ Yes ☐ No

**If any of the boxes are marked "YES" please fill in the information below and attach a letter of explanation. PLEASE PRINT.**

Conviction Charge: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_ Court of Conviction: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Amount of Fine: \_\_\_\_\_ Length of Jail Term: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

Conviction Charge: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_ Court of Conviction: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Amount of Fine: \_\_\_\_\_ Length of Jail Term: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

Conviction Charge: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_ Court of Conviction: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Amount of Fine: \_\_\_\_\_ Length of Jail Term: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

\* Conviction means the final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment which has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

\*\* ARS 13-604-01 requires applicants to give notice of any conviction for dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, child abuse, and sexual abuse.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true accurate, and complete. I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of the Coconino County Superintendent of Schools to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal

Signature: \_\_\_\_\_

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