

ABERDEEN SCHOOL DISTRICT#58

318 W. Washington
PO Box 610
Aberdeen, Idaho 83210
Tel: (208) 397-4113
Fax: (208) 397-4114

Joel Wilson, Superintendent
Dena Blaker, Human Resource Manager
Pam Muirbrook, Business Manager

TO THE APPLICANT:

We are asking that as you apply to be a substitute in our District, that you try to meet with the building principals. This way you can introduce yourself and let them know where you would most like to substitute. The Elementary School Principal is Jane Ward (397-4115), the Middle School Principal is Ann Mennear (397-3280) and the High School Principal is Travis Pincock at (397-4152).

We are also asking that you take the time to fill out a W-4 and an I-9 and bring along your Driver's License and Social Security Card or Birth Certificate when you return this form to us. We must have this information on file before any paycheck can be issued.

The 1996 State Legislature, Chapter 1, Section 33 of the Idaho code requires a Criminal History Check (CHC) for school district employees and applicants. To work in this district, therefore you will need to be fingerprinted. We have forms which you will need. The cost to you will be \$40.00.

Thank you for your interest in our District and we look forward to seeing you again.

Sincerely,

Dena Blaker
Human Resource Manager

ABERDEEN SCHOOL DISTRICT NO. 58

PO Box 610 318 West Washington

Aberdeen, ID 83210-0610

208-397-4113 FAX 208-397-4114

SUBSTITUTE APPLICATION

Name _____ Soc Sec _____

Date of Birth _____

Mailing Address _____ Home Phone _____

City, State, Zip _____ Other Phone _____

Positions for which you are applying: (Please check all positions you are interested in)

Teacher Substitute _____ Teacher Aide Substitute _____ Food Service _____ Custodial _____

Grade Levels: K-5 _____ 6-8 _____ 9-12 _____

EDUCATION

High School	Diploma or GED	Year Graduated	
College/University	Major/Minor	Degree/# of Credits	Dates Attended

JOB EXPERIENCE (List most recent first)

Name/Business	Address	Supervisor	Years From - To	Position

PERSONAL CHARACTER REFERENCES

Name	Title	Address	Phone	Yrs. Known

Have you ever had a conviction or withheld judgment on anything other than a traffic citation?

Yes _____ No _____ (IF yes, please detail on a separate sheet of paper)

I certify that the information herein is a true and complete statement of my personal and professional record to date and authorize a release of information from previous employers, references, and law enforcement agencies orally or in writing and release them from any claim for the release of such information. Failure to disclose all information are grounds for termination of employment.

Signature of Applicant

Date of Application

Veterans preference will be given. You may request the Veteran's Preference Form from the Aberdeen School District Office.

WE ARE IN EQUAL OPPORTUNITY EMPLOYER

Employment contingent upon clearance of background checks