

**Substitute Teacher  
Application For Employment**

**Putnam County Board of Education**

1400 East Spring Street  
Cookeville, Tennessee 38506  
931-526-9777

Type:

- Certified  
 Non-Certified

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

**Please Provide the Following:**

A Copy of Your Teaching License  
If You Are A Certified Teacher

\_\_\_\_\_  
Last Name            First Name            MI

\_\_\_\_            \_\_\_\_

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Tennessee Teacher License Number  
If Certified

\_\_\_\_\_  
Tennessee License Expiration Date  
If Certified

\_\_\_\_\_  
Date Available for Employment

Attach Optional  
Photo Here

**Present Address:**

**Permanent Address:**     Same

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

**Substitute Position Desired:**

- Elementary     Middle     Secondary

Check All You Want To Sub For

**Schools You Want To Sub At:**

- All Schools     Selected Schools ( Please List Below)

**Tennessee License Endorsements Codes:** \_\_\_\_\_

If Certified

*Putnam County School System does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or handicap in the operation of its programs and activities including employment practices.*

### Educational Background

In order Beginning With High School

School	Location	Degree/HS Diploma	Date	Major	Minor

**Qtr. or Sem. Hours in: (If Certified)**

Art \_\_\_\_\_ Health \_\_\_\_\_ Music \_\_\_\_\_ Physical Education \_\_\_\_\_ Special Education \_\_\_\_\_  
 Reading \_\_\_\_\_ Library Science \_\_\_\_\_ Math \_\_\_\_\_ Science \_\_\_\_\_

### Teaching Experience

List In Order Beginning With Most Recent

School	Address	Principal	Grade/Subject	Years Months	Last Annual Salary

### Other Work Experience

List In Order Beginning With Most Recent

Employer	Address	Phone	Dates	Salary
			From: To:	
			From: To:	
			From: To:	

### Military Service

Branch	Dates	Total Years of Service
<input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Coast Guard <input type="checkbox"/> Army <input type="checkbox"/> Marines <input type="checkbox"/> Other _____	From To	

**References**

Name	Address	Phone #	Title/Position

**Practice Teaching**

For Applicants With Less Than Two Years Experience

School	Grade/Subject	Dates	Supervisor	Address
		From: To:		

**Activities and Organizations**

High School, College, and Civic




**Thank You For Placing Your Substitute Application With Us.**

**Before we can place your name on the list, your references will be checked. Because of this we ask that you use complete addresses on your application.**

**Certified substitutes will be paid \$55 per day.  
Non-Certified substitutes will be paid \$40 per day.**

**In order to receive certified pay you will need to attach a copy of your valid Tennessee certificate to your application. If you become certified after placing your application with us, you will need to bring a copy of your certificate to the payroll department.**

**Please, let us know if your address or phone number changes so that we can let the schools know. You are welcome to fill out a new application any time you want to update the one on file. If you do, please let us know that you are doing that so we may pull the old application.**

**The substitute report from each school is turned in to the Central Office after each 20 days of school. These reports are compiled and substitutes are paid on the next pay cycle.**

**Please Read:**

Completed applications in the active files will be kept for a period of one fiscal year which is July 1 to June 30. The application will then be transferred to the inactive files for a period of three fiscal years. Applicants in the inactive file will not be eligible for employment. It will be the responsibility of the applicant to request in writing by certified letter that their application be retained in the active file for the next fiscal year.

I am applying for employment as \_\_\_\_\_  
*Position*

to begin on \_\_\_\_\_  
*Date or School Term*

1. I recognize that if I am employed, the Board of Education may assign or reassign me to a specific position as the need requires.
2. I have not been convicted of a felony in any state of the United States of America.
3. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
4. I have not been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence or insubordination.
5. I am a citizen of the United States, or have obtained proper work credentials.
6. I do not have any contagious or communicable disease which may endanger the health of school children.
7. I shall support the constitution of Tennessee and the United States of America.
8. I do not advocate the overthrow of the American form of government nor am I a member of a political party which advocates the overthrow of the American form of government.
9. I understand that misrepresentation of any of the above statements may subject me to a fine, loss of opportunity for employment, and loss of position if employed.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State*

\_\_\_\_\_  
*Zip*

**Date Employed** \_\_\_\_\_  
For BOE Use Only