



Dear Applicant:

Thank you for your interest in becoming a substitute teacher or substitute assistant for Journey School. The requirements are:

- Substitute Application
- Resume
- Certificates/Credentials
- LiveScan Background Check
- Recent professional letter of reference
- Valid form of ID
- I-9 form
- W-4 form
- Direct Deposit form with void check

Your application will be considered complete once all the above requirements have been met. Please allow 2 weeks for processing. If your application is approved, you will be contracted by mail or phone.

If you have any questions, please contact me at jaime@journeyschool.net or at (949) 916-4282. Thank you for your interest in being a substitute teacher at Journey School.

Jaime Lloyd

Jaime Lloyd
HR Specialist



OFFICE USE ONLY	
Date R'cvd	_____
LiveScan	_____
References	_____
TB Test	_____
Cert.	_____
Resume	_____
W-4 form	_____
I-9 form	_____
ID(s)	_____
Direct Deposit	_____

SUBSTITUTE TEACHER APPLICATION

GENERAL INFORMATION

Name: _____ Date: _____ Date you can start: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Position you are applying for:

- ☐ Credentialed Substitute Teacher
- ☐ Non-Credentialed Substitute Assistant
- ☐ Non-Credentialed Specialty Teacher

List subject/grade levels in
order of preference:

1. _____
2. _____
3. _____

CERTIFICATION / LICENSES if any *(please attached a copy of this application)*

State	Type	Endorsement	Certificate #	Issue Date	Expiration Date

List any special skills, experience, or relevant organizational affiliations:

EDUCATION & TRAINING

School or Institution & Location	Major / Minor	Diploma/Degree/ Credits Earned	Year Earned	Name while there, if different

TEACHING EXPERIENCE or OTHER WORK EXPERIENCE

List most recent to present

Date from/to	Employer (Name, phone, email)	Your Title	Duties

SUBJECTS TAUGHT: *Check all the subjects you can teach. Put an asterisk next to subject you prefer.*

GRADE LEVEL ☐ Kindergarten ☐ Grades 1-5 ☐ Grades 6-8 ENGLISH ☐ Composition ☐ Literature ☐ Language Arts LANGUAGE ☐ Spanish ☐ French	SCIENCE ☐ Astronomy ☐ Biology ☐ Chemistry ☐ Eco-Literacy ☐ General Science ☐ Geography MATHEMATICS ☐ Algebra ☐ Basic Math ☐ Geometry	HISTORY/ SOCIAL STUDIES ☐ U.S. History ☐ World History SPECIALTY ☐ Cooking ☐ Knitting ☐ Gardening ☐ Painting/Drawing ☐ Physical Ed. ☐ Woodwork	PERFORMING ARTS: ☐ Cello ☐ Choir ☐ Dance ☐ Drama ☐ Eurythmy ☐ General Music ☐ Guitar/Ukele ☐ Piano/Keyboard ☐ Recorder/Flute ☐ Violin	OTHER:

PROFESSIONAL REFERENCES *Three people who have current knowledge of your professional experience.*

Name	Title	Phone	Email