



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 grace@journeyschool.net or at (949) 916-4282. Thank you for your interest in being a substitute teacher at Journey School.

Grace LaHatt

Grace LaHatt
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 <input type="checkbox"/> Kindergarten <input type="checkbox"/> Grades 1-5 <input type="checkbox"/> Grades 6-8 ENGLISH <input type="checkbox"/> Composition <input type="checkbox"/> Literature <input type="checkbox"/> Language Arts LANGUAGE <input type="checkbox"/> Spanish <input type="checkbox"/> French	SCIENCE <input type="checkbox"/> Astronomy <input type="checkbox"/> Biology <input type="checkbox"/> Chemistry <input type="checkbox"/> Eco-Literacy <input type="checkbox"/> General Science <input type="checkbox"/> Geography MATHEMATICS <input type="checkbox"/> Algebra <input type="checkbox"/> Basic Math <input type="checkbox"/> Geometry	HISTORY/ SOCIAL STUDIES <input type="checkbox"/> U.S. History <input type="checkbox"/> World History SPECIALTY <input type="checkbox"/> Cooking <input type="checkbox"/> Knitting <input type="checkbox"/> Gardening <input type="checkbox"/> Painting/Drawing <input type="checkbox"/> Physical Ed. <input type="checkbox"/> Woodwork	PERFORMING ARTS: <input type="checkbox"/> Cello <input type="checkbox"/> Choir <input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Eurythmy <input type="checkbox"/> General Music <input type="checkbox"/> Guitar/Ukele <input type="checkbox"/> Piano/Keyboard <input type="checkbox"/> Recorder/Flute <input type="checkbox"/> Violin	OTHER:
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PROFESSIONAL REFERENCES *Three people who have current knowledge of your professional experience.*

Name	Title	Phone	Email

