



## APPALACHIA INTERMEDIATE UNIT 8

4500 Sixth Avenue, Altoona, PA 16602

PHONE: 814-940-0223

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EXECUTIVE  
DIRECTOR

Dr. Michael J. Dillon

Director of Human  
Resources/Relations

Brian R. Myers

**TO:** \_\_\_\_\_

**FROM:** Karen Makin, Coordinator of Programs & Support Services

**SUBJECT:** Application for Substitute Teacher Program

**DATE:** \_\_\_\_\_

Thank you for your interest in the IU 8 Substitute Teacher Program. A brochure detailing the program requirements is also available on our website.

**The following items must accompany your application:**

- ✓ 3 current letters of professional references (from individuals that will have first hand knowledge of your character, personality, scholarship and ability – individuals) – reference letters must be less than one year old
- ✓ original act 34 clearance (criminal record check)\*
- ✓ original act 151 clearance (child abuse history check)\*
- ✓ completion of the written interview/screening form

\* Clearance applications are available from the IU 8 office - original clearances will be returned after inspection. We prefer clearances to accompany the application, however if you do not have current clearances they may be forwarded once you receive them. Clearances generally take at least 3 weeks to process.

Official transcripts indicating a bachelor's degree (in a sealed envelope from the college) may be sent with the application or forwarded directly for your college or university. Only transcripts indicating a bachelor's degree are necessary for the processing of an emergency certificate.

Upon receipt of your application it will be reviewed for acceptance into the program. Once an application is approved the candidate will receive additional paper work for completion (refer to the brochure for description of paper work) as well as information on training.

If you have any questions regarding the paperwork required please contact me at 940-0223 ext. 351 or email [kjm@iu08.org](mailto:kjm@iu08.org). Thank you for your cooperation and interest in becoming a substitute teacher.

**Appalachia Intermediate Unit 8**  
*Employment Application for the Substitute Teacher Program*

4500 Sixth Avenue, Altoona, PA 16602

814-940-0223

(Please Type or Print)

Date available for employment: \_\_\_\_\_

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

Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *Town* *State/Zip Code* *County*

Home Phone #: ( ) \_\_\_\_\_ Business Phone #: ( ) \_\_\_\_\_

<b>Educational Background</b>			
	School or institution name and address	Major / Minor	Diplomas, Degrees or Credits Earned / Grade Point Average (GPA)
<i>High School</i>			
<i>College / University</i>			
<i>College / University</i>			
<i>Graduate</i>			
<i>Other</i>			

Certification (if applicable): \_\_\_\_\_

<b>IU 8 Office Use Only:</b>		
Act 34 Clearance <input type="checkbox"/>	Credentials <input type="checkbox"/>	Emergency Certification <input type="checkbox"/>
Act 151 Clearance <input type="checkbox"/>	Physical / TB <input type="checkbox"/>	I- 9 <input type="checkbox"/>
Reference Letters <input type="checkbox"/>	FBI <input type="checkbox"/>	Other _____
Training Date: _____		Date Sent to District(s): _____

### Work Experience

*List in chronological order starting with the most recent*

Employer Name, Address, and Phone #	Employment Dates	Title / Position Description	Reason for Leaving
	From: _____ To: _____		
	From: _____ To: _____		
	From: _____ To: _____		

### References

Please provide four references including at least one professional reference. A professional reference should be someone who will have first hand knowledge of your character, personality, scholarship and ability. Additionally, you must provide three current letters of reference from those individuals that you list below as references. Reference letters must be less than one year old.

Name and Position	Complete Address	Phone Number

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences (including US Military Service) and/or any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities or professional development activities.

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## General Background

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you ever forfeited bond or collateral in connection with a criminal offense?  YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you currently under charges for a criminal offense? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Within the last ten years, have you been fired from any job for any reason?

YES  NO

Within the last ten years, have you quit a job after being notified that you would be fired?

YES  NO

Have you ever been professionally disciplined in any state? YES  NO

Are you subject to any visa or immigration status which would prevent lawful employment?

YES  NO

**Note :** If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

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Have you ever contributed to or participated in the Pennsylvania Public School Employee Retirement System?

YES  NO

## Essay

*In your own words, please answer the following question:*

**Why do you wish to be admitted to the Appalachia Intermediate Unit 8 Substitute Teacher Program?**


### **Certification and Authorization**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize all previous employers and/or supervisors to release any and all of my personnel records; and to respond fully and completely to all questions that officials, of Appalachia Intermediate Unit 8 or the participating districts for the Substitute Teacher Program, may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this Intermediate Unit. I further authorize these officials to investigate my background. However, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information. Additionally, I authorize Appalachia Intermediate Unit 8 to release any and all employment information to the participating districts of the Substitute Teacher Program.

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

Pennsylvania School Districts and Intermediate Units do not discriminate in their educational programs, activities or employment based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

## Appalachia Intermediate Unit 8

### *Written Screening Interview and Recommendation for the Substitute Teacher Program*

4500 Sixth Avenue, Altoona, PA 16602

814-940-0223

Candidates Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. How did you become interested in being a substitute teacher?
2. What is your greatest strength?
3. What is your greatest weakness?
4. What kinds of things bother you most?
5. What are your professional goals for next year and the next five years?
6. How would you deal with uncooperative students?

Uncooperative co-workers?

7. Are you more comfortable working with certain grade levels or subject areas or with a specific disability?

