

**Aberdeen Catholic School System**

1400 North Dakota Street  
Aberdeen, SD 57401  
Phone: (605) 226-2100  
Fax: (605) 226-0616



Received by: _____
Date: _____
Date Interviewed: _____
(For Office Use only)

**ACSS SUBSTITUTE TEACHER APPLICATION**

(Complete all applicable information - Incomplete applications will not be considered)

Aberdeen Catholic School System (ACSS) is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, sex, disability, or veteran's status. ACSS does reserve the right to employ those who can best advance its Catholic mission. As a condition of employment, all applicants will be subject to a legal verification of criminal history, work history, and reference information. All offers of employment are contingent upon verification of all data contained either throughout this application or obtained through the interview process. ACSS also provides "reasonable accommodations" to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local laws. Please inform the receptionist in advance of any accommodations you may need to participate in our application process.

**PERSONAL DATA**

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

Name: \_\_\_\_\_  
Last First Middle email address

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_ y= n=  
Daytime Evening/weekend CAN WE TEXT YOU REGARDING OPEN DATES?

Are you a United States citizen?  Yes  No

If "No", do you have Employment Authorization?  Yes  No (please attach a copy)

Have you ever been convicted of a felony?  Yes  No If "Yes", Date: \_\_\_\_\_

Offense(s): \_\_\_\_\_

**SOUTH DAKOTA CERTIFICATE INFORMATION:**

Do you have a South Dakota Certificate? \_\_\_\_\_ If not, have you applied? \_\_\_\_\_ Please attach a certificate copy.

If certificate is pending, date of application: \_\_\_\_\_

Questions regarding certification can be directed to : Teacher Certification, Division of Education  
700 Governors Drive, Pierre, SD 57501-2291  
Phone (605) 773-3553

**STUDENT TEACHING EXPERIENCE:**

School: \_\_\_\_\_ Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Cooperating Teacher: \_\_\_\_\_

Subjects/Grades: \_\_\_\_\_

**SUBSTITUTE TEACHING PREFERENCE**

Preschool \_\_\_\_\_ KG-2 grade \_\_\_\_\_ 3-6 grade \_\_\_\_\_ 7-12 grade \_\_\_\_\_ Clerical \_\_\_\_\_

Subject preference \_\_\_\_\_

**REFERENCES:** Include supervisor other than those listed in employment history (e.g. pastor, character reference, etc.)

Name	Position/Company	Address	Phone Number
1)			
2)			
3)			

**PREVIOUS WORK EXPERIENCE:** (List current and former employers beginning with the most recent. Account for any gaps in your employment on a separate sheet of paper)

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Job Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer?  Yes  No Starting Salary rate: \$ \_\_\_\_\_ Final Salary/Rate: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Job Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer?  Yes  No Starting Salary rate: \$ \_\_\_\_\_ Final Salary/Rate: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Job Title: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Dates Employed (Mo/Day/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer?  Yes  No Starting Salary rate: \$ \_\_\_\_\_ Final Salary/Rate: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**SIGNATURE AND AUTHORIZATION**

I authorize the Aberdeen Catholic School System to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution or government agency to provide the Aberdeen Catholic School System with information they have regarding me. I hereby release and discharge the Aberdeen Catholic School System and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. I understand that any offer of employment is conditional based on a complete criminal background check.

I HAVE READ THE FOREGOING INSTRUCTIONS AND QUESTIONS AND MY ANSWERS ARE TRUE AND CORRECT. I HAVE NOT KNOWINGLY MISREPRESENTED OR WITHHELD ANY FACT OR CIRCUMSTANCE THAT WOULD, IF DISCLOSED, AFFECT MY APPLICATION UNFAVORABLY.

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE:** \_\_\_\_\_