



**PALMERTON AREA SCHOOL DISTRICT**  
680 Fourth Street  
Palmerton, PA 18071  
610-826-7101  
"An Equal Opportunity Employer"

**SUBSTITUTE SUPPORT APPLICATION**

DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_

**PERSONAL INFORMATION**

Ms.  Mrs.  Mr.

NAME: \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

TELEPHONE/CONTACT:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Type of Education	Institution Name & Address	Grades/Hours Completed	Diploma/Certificate or Degree Received
High School			
College/University			
Business/Technical/Trade School			

**EMPLOYMENT HISTORY**

List your three prior places of employment, starting with your present or last place of employment first.

Name and Address of Employer	From/To	Brief Description Of Duties	Salary	Reason for Leaving

Palmerton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, services, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, activities, and facilities that are accessible to an useable by handicapped persons, or grievance procedure, contact Robert Dailey, Palmerton Area School District, 680 Fourth Street, Palmerton, PA 18071, 610-826-7101, the Title IX and section 504 coordinator to the Palmerton Area School District.

**REFERENCES**

Name	Address	Phone

**AVAILABILITY**

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

1. Is your availability restricted to a maximum number of days per week or per year?  
 Yes       No      If yes, please state the restriction:
  
2. Are there any days of the week you will not be available?  
 Yes       No      If yes, please indicate which days you will not be available:  
 Monday     Tuesday     Wednesday     Thursday     Friday
  
3. How much advance notification will you need?  
 24 hours     12 hours     Less than 12 hours
  
4. In addition to daily substitute assignments, will you be available for:  
 Short term continuous assignments     Long term continuous assignments?
  
5. Are there any other considerations that would restrict your availability?  
 Yes       No      If yes, please explain:

**SPECIAL SKILLS OR INTERESTS**

Clerical/Secretarial position: List office equipment used and specific skills: \_\_\_\_\_

\_\_\_\_\_

Custodian position: List equipment used and specific skills: \_\_\_\_\_

\_\_\_\_\_

Instructional/Non Instructional Assistant position: List specific skills: \_\_\_\_\_

\_\_\_\_\_

Healthroom Technician/School Nurse position: List office equipment used and specific skills:

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been convicted of a crime?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, give details: \_\_\_\_\_

Minimum salary acceptable: \_\_\_\_\_

Please include any other information that, in your opinion, would be helpful in our consideration of your application: \_\_\_\_\_

\_\_\_\_\_

Prior to Board Approval all employees will secure the following information at the employee's expense:

1. Act 34 Criminal History Check
2. Act 151 Child Abuse Clearance
3. Act 114 FBI Fingerprint Background Check
4. School Personnel Health Record

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Employment of substitute employees will be IN COMPLIANCE WITH BOARD POLICY 505. No candidate shall be employed until such candidate has complied with all the mandatory state and federal background check requirements and the District evaluated the results of that screening process.

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**PLEASE READ CAREFULLY** (Applicant's certification and Agreement)

I hereby certify that the information set forth in this employment application is true and correct to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

I hereby authorize the school district to make any investigation, for employment purposes, of my personal and/or employment history as it deems appropriate, and further authorize all my previous employers and references to furnish any information concerning my personal character, habits, or employment records and hereby release all such persons and Palmerton Area School District from liability or damage incurred as a result of inquiry and furnish this information.

Applicant's Signature: \_\_\_\_\_

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

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