

**SUBSTITUTE
APPLICATION**



REGENTS

SCHOOL OF CHARLOTTESVILLE

200 Bob Finley Way Charlottesville, VA 22903 * 434-293-0633 * www.regents-school.org

Your interest in Regents School is appreciated, and we look forward to receiving your application soon. If it appears that you may be qualified for a substitute position, a personal interview will be arranged.

Date of Application: _____

PERSONAL INFORMATION

Applicant Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Place of Birth: _____ Date of Birth: _____

Email: _____

Church Name: _____

Church Address: _____

Pastor: _____ Pastor Phone: _____

Please list any organizations in which you actively participate:

BACKGROUND

Are you a citizen of the United States? yes no

Are you legally eligible to work in the United States? yes no

In compliance with the Immigration and Reform and Control Act of 1986, you will be required to verify and document your employment eligibility if hired.

Have you ever been convicted of a crime? yes no

If yes, please explain: _____

Have you ever been dismissed for misconduct or unsatisfactory performance or been forced to resign from a job? _____

Do you have any recurring illnesses or other difficulties that may, at any time, affect your teaching ability? yes no
If yes, please explain: _____

ASSIGNMENT PREFERENCES

Please select all grade levels that you are interested in serving:

- | | | | | |
|---------------------------------------|---------------------------------------|--|---|---|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Third Grade | <input type="checkbox"/> Sixth Grade | <input type="checkbox"/> Ninth Grade | <input type="checkbox"/> Twelfth Grade |
| <input type="checkbox"/> First Grade | <input type="checkbox"/> Fourth Grade | <input type="checkbox"/> Seventh Grade | <input type="checkbox"/> Tenth Grade | <input type="checkbox"/> Grammar School Music |
| <input type="checkbox"/> Second Grade | <input type="checkbox"/> Fifth Grade | <input type="checkbox"/> Eighth Grade | <input type="checkbox"/> Eleventh Grade | <input type="checkbox"/> Grammar School Art |

If you selected seventh grade or higher, please select all subject areas that you are most comfortable with:

- | | | | |
|--|---|--|--------------------------------|
| <input type="checkbox"/> History: Ancient | <input type="checkbox"/> Pre-Algebra, Algebra I, & Algebra II | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Latin |
| <input type="checkbox"/> History: Medieval | <input type="checkbox"/> Geometry | <input type="checkbox"/> Logic | <input type="checkbox"/> Music |
| <input type="checkbox"/> History: Early Modern | <input type="checkbox"/> Pre-Calculus & Calculus | <input type="checkbox"/> Rhetoric | <input type="checkbox"/> Art |
| <input type="checkbox"/> History: American | <input type="checkbox"/> Life Science & Biology | <input type="checkbox"/> Theology | |
| <input type="checkbox"/> English | <input type="checkbox"/> Physical Science & Physics | <input type="checkbox"/> Old & New Testament | |

EDUCATION

Use additional paper if needed.

College/University: _____	College/University: _____
Address: _____	Address: _____
_____	_____
Major: _____	Major: _____
Minor: _____	Minor: _____
Inclusive Dates: _____	Inclusive Dates: _____
Degree: _____	Degree: _____

TEACHING EXPERIENCE

Use additional paper if needed.

School: _____	School: _____
Address: _____	Address: _____

Grades/Subjects: _____

Grades/Subjects: _____

Inclusive Dates: _____

Inclusive Dates: _____

Final Salary: _____

Final Salary: _____

Reason for Leaving: _____

Reason for Leaving: _____

Please list any teaching or professional certifications that you currently hold: _____

Please list any other experience relevant to teaching: _____

OTHER WORK EXPERIENCE

Use additional paper if needed.

Job Title: _____

Job Title: _____

Employer: _____

Employer: _____

Address: _____

Address: _____

Supervisor: _____

Supervisor: _____

Supervisor Phone: _____

Supervisor Phone: _____

Inclusive Dates: _____

Inclusive Dates: _____

Final Salary: _____

Final Salary: _____

Reason for Leaving: _____

Reason for Leaving: _____

REFERENCES

Please give the names of individuals who can attest to your character and teaching abilities. Include a pastor, principal (if prior teaching experience), a supervisor from a previous non-teaching job (if applicable), and a personal reference. Be sure that at least one of these references was a direct supervisor overseeing your work in whatever capacity.

PASTOR

Name: _____

Address: _____

Phone: _____

Email: _____

PRINCIPAL

Name: _____

Address: _____

Phone: _____

Email: _____

SUPERVISOR

Name: _____

Address: _____

Phone: _____

Email: _____

PERSONAL

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

I warrant that the representations made herein are true.

Applicant's Signature _____ Date _____

Regents School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational, admission, financial aid, or employment policies, or any other programs administered by the school.

OFFICE USE ONLY	
Application Received	Date ___/___/___
Transcripts Received	Date ___/___/___
References Checked	Date ___/___/___
Interview Scheduled	Date ___/___/___