

**IOWA-GRANT SCHOOL DISTRICT**  
**498 County IG \*\*\* Livingston, WI 53554**

**APPLICATION FOR SUBSTITUTE TEACHER**

Please complete the following information and return the form along with a copy of your current license to the Iowa-Grant School District office. The pay rate for substitute teaching for the Iowa-Grant School District is \$110.00 per day, \$55.00 per half day. Once you sub for professional staff employees in our district for 15 days/30 half days or a combination of the two, we consider you a dedicated sub, and you will be paid \$125 per day or \$62.50 per half day year after year as long as you continue to sub for 15 days each school year. This form must be renewed yearly.

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

**ACCORDING TO SECTION 121.02 (1) WIS STATUTES, ALL SUBSTITUTE TEACHERS MUST BE LICENSED.**

**Teaching License Information**

Current Teaching License \_\_\_\_\_  
(Area of Subject) (Grades)

Expired Teaching License \_\_\_\_\_  
(Area of Subject) (Grades)

Please check one of the following:

- I have a valid teaching or substitute teaching license issued by the State of Wisconsin.
- I have recently applied for a teaching license or "substitute certification" with the State of Wisconsin.
- I do not wish to be on the substitute list for the upcoming school year.

**School Preference**

Do you wish to substitute at the Iowa-Grant High School?  Yes  No

Do you wish to substitute at the Iowa-Grant Elementary/Middle School?  Yes  No

**Wisconsin Retirement System (WRS) Annuity Information**

Are you receiving an annuity from the Wisconsin Retirement System?  Yes  No

If you are, you will be asked to complete a Rehired Annuitant Form as required by the Wisconsin Department of Employee Trust Fund. You will be contacted by the Iowa-Grant School District Human Resources Department to get more information from you.

**(Over)**

## OTHER EMPLOYMENT DATA

Have you ever been dismissed or asked to resign by a previous employer?  Yes  No

If yes, state where and state the reasons: \_\_\_\_\_

## DISCLOSURE OF PENDING CRIMINAL CHARGES AND CONVICTIONS

Is there a criminal charge, felony or misdemeanor, currently pending against you?  Yes  No

Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor?  Yes  No

If you answered yes to any of the questions above related to disclosure of pending criminal charges and convictions, complete the information below and attach a letter of explanation. If you have more than two convictions or pending charges, list them on additional sheets.

Pending criminal charges or a record of conviction are not an absolute bar to employment. They will be considered only if the offense(s) are substantially related to the particular job for which you are applying. However, any omission, false answer or false statement by you regarding pending criminal charges or convictions will be grounds for refusal to employ or for discharge if already employed by the Iowa-Grant School District.

A criminal conviction is a final judgment of a verdict or a finding of guilty, a plea of guilty or a plea of nolo contendere (no contest) in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged, pardoned, reversed, set aside or otherwise rendered invalid.

You are not required to provide information about arrests which did not lead to pending criminal charges.

Conviction/Pending Charge	City & State	Date of Conviction/Charge	Length of Jail Term	Length and Terms of Probation	Any Other Relevant Information

## AUTHORIZATION AND RELEASE

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I understand that if I am employed, any false statements or omissions can lead to my immediate dismissal. I agree that the Iowa-Grant School District shall not be held liable in any respect if my employment is terminated for that reason.

The Iowa-Grant School District and its agents and representatives are hereby authorized to verify the information I have supplied to conduct an investigation into my personal history, past and present employment, education and military records. I hereby authorize companies, firms, agencies, schools and persons named in my application to give any information requested regarding my employment, character and qualifications.

I further understand that any offer of employment is subject to the Iowa-Grant School District policy regarding the results of a criminal background check that the Iowa-Grant School District will be conducting through the Wisconsin Department of Justice and law enforcement agencies. This authorization shall be valid for six (6) months from the date of my signature below.

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

**Equal Opportunity Employer.** Prospective employees will receive consideration without discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States.