

## Substitute Teacher Application Procedures

To begin the employment process for a Substitute Teacher/Assistant you must meet the minimum requirements as listed below, complete the application, and attend an interview session. **To reserve your place for one of the interview sessions below, you must call 410-677-5291 to register.** Once registration is full, that interview session will be closed and you will have to select another session. Bring your completed application and a copy of your college transcript to the interview.

**\*\*Minimum requirement is thirty (30) semester credit hours from an accredited college.\*\***

**Minimum requirements are subject to change as the need for substitute teachers dictates.**

If you are selected to continue in the employment process you will be scheduled for an orientation session. Prior to the orientation you must be fingerprinted in the Human Resources office at a **cost to you of \$45.00**, which must be paid when the fingerprints are done. You must also provide a **current Tuberculin Skin Test-PPD** at your expense.

<b>Interview Sessions</b> will be held at the <b>Wicomico County Board of Education</b> <b>Central Office Building</b> <b>101 Long Avenue, Salisbury, Maryland</b>	
<b>NOTE: Children Will Not Be Permitted in the Interview Session.</b>	
Date	Time
July 30, 2009	1:00 p.m. - 3:00 p.m.
September 9, 2009	1:00 p.m. - 3:00 p.m.
October 21, 2009	1:00 p.m. - 3:00 p.m.
November 30, 2009	1:00 p.m. - 3:00 p.m.
January 6, 2010	1:00 p.m. - 3:00 p.m.
February 10, 2010	1:00 p.m. - 3:00 p.m.
March 10, 2010	1:00 p.m. - 3:00 p.m.
<b>Other dates to be determined</b>	

**You may not  
attend an  
interview session  
unless you have  
pre-registered at  
410-677-5291**

Persons hired as substitute teachers/assistants in Wicomico County are subject to the following Conditions of Employment:

- A. Excessive lateness, cancellations and/or refusals of assignments, may result in the substitute teacher's removal from the list of eligible substitutes.
- B. **You must be able to perform the essential functions of the job.** This includes, but is not limited to, the ability to; work independently, follow a schedule, implement lesson plans, maintain classroom management, and communicate effectively, both orally and in writing, using the English language when deemed necessary.
- C. You must demonstrate a continued serious attitude toward substitute teaching and adhere to the guidelines and policies as outlined in the Substitute Teacher Handbook.
- D. You must contact the school if you cannot fulfill your commitment for a substitute job. Failure to notify and or report to work for any three jobs will be cause to automatically remove your name from the eligible substitute list.

***Failure to comply with the above conditions of employment will cause your name to be subject to removal from the substitute list. You will be notified in writing if we should remove your name from the list.***

**WICOMICO COUNTY BOARD OF EDUCATION**

**Substitute Teacher Preference Selection Form**

Please complete this form and return with your application.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

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

***Days Available*** (Circle all that apply)

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY

***Grade Preference*** (Check all that apply)

Primary Grades (PreK-2)       Middle School (6-8)  
 Intermediate Grades (3-5)       High School (9-12)

***Additional curriculum preference:***

In addition to being available for the above grades, I am also available for the following positions:

Physical Education  
 Special Education



# Wicomico County Board of Education

101 Long Avenue ❖ P.O. Box 1538 ❖ Salisbury, MD 21802-1538  
Telephone 410-677-4400/677-4542  
FAX 410-677-4416

## CRIMINAL BACKGROUND INVESTIGATION

(Family Law Article, 5-560 et seq.)

You are required to sign and return this form along with your application for employment. This form will be used to generate a report of **any** criminal activity, with **no limit on time period reported**. Applications will not be reviewed unless this form is returned with your application.

The following questions must be answered **truthfully**. Please read the questions carefully and mark one answer for each. If you have any doubts about how to answer the following questions accurately, please make an appointment to speak with the Director of Human Resources (or designee) before filling out this form. However, your application will not be accepted until the form is completed.

*\*If convictions, "probation before judgement" dispositions, or "not criminally responsible" dispositions have been expunged from the applicant's criminal record, the aforementioned do not have to be reported. However, please be advised that an expungement requires a court proceeding. If you do not possess such court documentation, a prior criminal record may still be active. You may need to seek legal counsel for verification.*

1. Have you ever been convicted of a crime?\*  Yes  No
2. Have you ever received a "probation before judgement" disposition in a criminal proceeding?\*  Yes  No
3. Have you ever received a "not criminally responsible" disposition in a criminal proceeding?\*  Yes  No
4. Are you now a defendant facing pending criminal court?\*  Yes  No

A "Yes" answered to any of the above questions will cause you to receive a letter explaining the procedures you need to follow before you can interview for a position.

I understand that all statements made on this form are true to the best of my knowledge, and if later discovered to be untrue will be cause for immediate dismissal, or withdraw of job offer.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE:** If you are offered employment with the Wicomico County Public School System, you will be required to complete and sign another statement at that time.

**EMPLOYMENT EXPERIENCE** This section must be completed in order for your application to be considered. Do not write "See resume" or "See attached". Provide the requested information beginning with your *most recent* employer. Only previous experience provided on this application will be taken into consideration when determining salary placement. **Teacher applicants must list all teaching experience. All other applicants must list all experience directly related to position applying for.** All employment within the past five (5) years must be listed. Use second sheet if necessary. Please be prepared to explain any gaps in employment history.

<b>1</b>	<b>Employer</b>	<b>Dates Employed</b>		<b>Position Responsibilities</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>	Month/Year	Month/Year	
	<b>Telephone</b> ( )	<b>Position Title</b>		
	<b>Supervisor</b>			
<b>Reason for Leaving</b>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
<b>2</b>	<b>Employer</b>	<b>Dates Employed</b>		<b>Position Responsibilities</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>	Month/Year	Month/Year	
	<b>Telephone</b> ( )	<b>Position Title</b>		
	<b>Supervisor</b>			
<b>Reason for Leaving</b>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
<b>3</b>	<b>Employer</b>	<b>Dates Employed</b>		<b>Position Responsibilities</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>	Month/Year	Month/Year	
	<b>Telephone</b> ( )	<b>Position Title</b>		
	<b>Supervisor</b>			
<b>Reason for Leaving</b>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			
<b>4</b>	<b>Employer</b>	<b>Dates Employed</b>		<b>Position Responsibilities</b>
		<b>From</b>	<b>To</b>	
	<b>Address</b>	Month/Year	Month/Year	
	<b>Telephone</b> ( )	<b>Position Title</b>		
	<b>Supervisor</b>			
<b>Reason for Leaving</b>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			

Additional information may be provided on a separate sheet.

Please list name, current address and telephone number of three references.

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In order for the Wicomico County Board of Education to obtain information regarding my competency for the position for which I am applying, I hereby authorize its agents to contact persons named herein as references and other persons who might contribute job-related information to my file. Additionally, I authorize those persons contacted to release the information requested by said agent(s) and waive my right to access to those records.

I hereby affirm that the information supplied herein is complete and accurate. I understand that willful falsification and/or omission of information will be just cause for rejection of my application or dismissal in the event I am hired.

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DATE

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SIGNATURE

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**Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.**

I hereby acknowledge having read the above statement.

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DATE

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SIGNATURE

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Please tell us how you heard about employment opportunities with the Wicomico County Board of Education. Check all that apply.

Newspaper

Board Employee

College Job Fair

Job Posting

Website

Other \_\_\_\_\_

Billboard

Job Hotline

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**SUBMIT TO:** Department of Human Resources  
Board of Education of Wicomico County  
101 Long Avenue  
P.O. Box 1538  
Salisbury, MD 21802-1538

**TELEPHONE:** 410-677-4565

Website [www.wcboe.org](http://www.wcboe.org)  
Human Resources Job Hotline 410-677-5299

