



SUBSTITUTE TEACHER APPLICATION, PROCEDURES AND INFORMATION

Your interest in employment with American Leadership Academy is appreciated. In order to assist you in obtaining your goal, we ask that you read these instructions.

Procedures:

You must submit a completed application to the American Leadership Academy's Administrative Office, along with the required documentation. INCOMPLETE APPLICATIONS INCLUDING THOSE THAT ARE NOT ACCOMPANIED BY THE REQUIRED DOCUMENTATION WILL NOT BE CONSIDERED.

This application and all attached documents become the official records of American Leadership Academy and cannot be returned. Please copy your records prior to submitting.

Changes in current information:

You are responsible for assuring that if you mail an application and/or have any name, address or telephone number changes that they are received in the American Leadership Academy's Administrative Office.

Record of Arrest or Conviction:

Having a record of arrest or conviction will not necessarily disqualify you from employment. However, a false or incomplete answer may result in rejection of your application or dismissal from employment. The Conviction report page of this application must be completed, dated and signed with **original signature**.

Qualifying Education and Experience:

Include all of your education and experience that you feel would qualify you for the substitute teaching position for which you have applied.

Before Placement, you will be required to:

A. Comply with any and all federal and state law requirements, including providing fingerprints and information for a background check.

B. Provide required payroll documentation as outlined in US Government Form I-9 (Employment Eligibility Verification) which is provided along with this application.

All substitute teachers will be paid from the American Leadership Academy's Administrative Office and sent a 1099 tax form to send into the IRS at the end of the tax year. You will be responsible to pay any and all taxes relating to this form.



AMERICAN LEADERSHIP ACADEMY

898 West 1100 South
Spanish Fork, Utah 84660
801-794-2226

Personal Information

LAST NAME _____ FIRST NAME _____ M.I. _____
(PRINT SAME NAME AS ON SOCIAL SECURITY CARD)

SOCIAL SECURITY NUMBER _____

Have you been known by a first or last name(s) other than the one provided on this application?

No ☐ Yes ☐

List name(s) _____

MAILING ADDRESS _____
Street City State Zip Code

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

BIRTHDATE _____ (Required for payroll purposes only)

Are you a U.S. Citizen or eligible to work in the United States? Yes No ☐

Are you currently an American Leadership Academy Employee? Yes ☐ No ☐

Date of Hire _____ Current Position _____

Are you a former employee of American Leadership Academy? Yes ☐ No ☐

Date of Hire _____ Position _____

PROFESSIONAL REFERENCES: List information requested for two people that are familiar with your personality, character and/or work habits.

Name	Years Known	Occupation	Address	City	State	Zip Code

EMERGENCY CONTACTS: List name and number of two people we can contact.

Name	Relationship	Phone Number

Education/Work History

List Colleges, Universities, Trade/Technical or Training Institutions:

College/University	Dates From:	Dates To:	Major	Minor	Degree(s) Earned	Date(s) Earned

Trade/Technical or Training Institution	Dates From:	Dates To:	Subjects Studied		Certification/ License	Completion Awarded

Teaching, Practice Teaching or Volunteer Experience

Name of School: _____	Phone: _____
Address: _____	
Grade: _____	Employed From/To _____

Name of School: _____	Phone: _____
Address: _____	
Grade: _____	Employed From/To _____

Name of School: _____	Phone: _____
Address: _____	
Grade: _____	Employed From/To _____

Summarize special skills and qualifications acquired from employment or other experience:

Under penalty of prosecution and dismissal, I hereby certify that the information presented in this application is true, accurate and complete. I authorize the investigation of all statements contained herein and understand that agents of American Leadership Academy may review any documents relevant to this information. I authorize American Leadership Academy to make reference checks prior to employment and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent information may be cause for dismissal.

Signed _____ Date _____

CONVICTION REPORT

REQUIRED FOR ALL CATEGORIES OF EMPLOYEES

The following information is needed regarding criminal convictions. A record of convictions does not prohibit employment; however, failure to complete this report accurately and completely shall result in disqualification from consideration for employment, or may be cause for dismissal or result in prosecution for filing false information with a public agency. Applicants and employees must also report any convictions that occur subsequent to completing this report. Please read carefully, answer every question, and sign and date the next page.

Last Name: _____ First Name: _____ M.I. _____

Other Names Used: _____ Date of Usage: _____

Social Security Number : _____

1. Have you ever been convicted of a minor offense other than traffic violations? Yes ☐ No ☐
2. Have you ever been convicted of a felony? Yes ☐ No ☐
3. Have you ever been convicted of a drug-related offense? Yes ☐ No ☐
4. Have you ever been convicted of a sex-related offense? Yes ☐ No ☐
5. Have you ever been convicted of any of the following? (If yes, circle appropriate letter) Yes ☐ No ☐
 - a. Sexual abuse of a minor
 - b. Incest
 - c. First or second-degree murder
 - d. Kidnapping
 - e. Arson
 - f. Sexual assault
 - g. Sexual exploitation of a minor
 - h. Felony offenses involving contributing to the delinquency of a minor
 - i. Commercial sexual exploitation of a minor
 - j. Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs.
 - k. Felony offenses involving the possession or use of marijuana, dangerous drugs, or narcotic drugs.
 - l. Burglary
 - m. Aggravated or armed robbery
 - n. Robbery
 - o. A dangerous crime against children as defined in ARS 13-604.01
 - p. Child abuse
 - q. Sexual conduct with a minor
 - r. Molestation of a child
 - s. Manslaughter
 - t. Assault or aggravated assault
 - u. Exploitation of minors involving drug offenses.

If any of the above answers are circled, please fill in the information on the next page:

Conviction Charge(s): _____

Date of Conviction: _____

City/State: _____ Amount of fine: _____

Length of jail term: _____ Length and Term of Probation: _____

Comments: _____

CONVICTION means a final judgment on a verdict, a finding of guilt, or a plea of 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 that has been expunged by pardon, reversed, set aside, or otherwise rendered invalid.

Under penalty of prosecution and dismissal, I hereby certify that the information presented on this application is true, accurate and complete. I authorize the investigation of all statements contained here in and understand that the agents of American Leadership Academy may review any document relevant to this information. I authorize American Leadership Academy to make reference checks and I will execute such documents to facilitate this investigation. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal.

THIS PAGE MUST BE SIGNED WITH ORIGINAL SIGNATURE AND DATE:

Signature _____ Date _____

INFORMATION FOR SUBFINDER SYSTEM

LIMITATIONS

Are you available every day?

Yes ☐

No ☐

If not, when are you available? _____

Do you use personal or public transportation? _____

Are you bilingual? (Spanish/English)

Yes ☐

No ☐

If not, would you be willing to cover a bilingual class

Yes ☐

No ☐

GRADES

Please indicate the grades you are willing to teach:

Primary (K-3) ☐

Intermediate (4-6) ☐

Middle School (7,8) ☐

High School (9-12) ☐

CLASSES

Please indicate the classes you are comfortable teaching:

English ☐

Math ☐

Science ☐

Social Studies ☐

PE ☐

Music ☐

Art ☐

Library ☐

Electives

ASL ☐

Computers ☐

Photography ☐

Counselor ☐

Dance ☐

Drama ☐

Technology ☐

Journalism ☐

Media ☐

Health ☐

Foreign Language (specific) _____ ☐

Foods ☐

Sewing ☐

Other (specify below) ☐

Other _____
