

**SUBSTITUTE APPLICATION
LEE COUNTY SCHOOL BOARD
5 PARK STREET
JONESTOWN, VA 24263**

Please call 276-346-2107 and make an appointment to complete paperwork.

Please check the position for which you wish to substitute.

Teacher ____ Custodian ____ Cook ____ Nurse ____

Name _____ Social Security Number _____
 Address _____ Phone Number _____
 _____ Date of Birth _____

Optional Information*

Marital Status* _____ Height* _____ Weight* _____

Physical Defects (if any)* _____ *

HIGH SCHOOL EDUCATION

NAME OF SCHOOL	LOCATION	DATE GRADUATED

COLLEGE EDUCATION

NAME OF COLLEGE	DATE ATTENDED	DEGREE	MAJOR

Do you now hold or have you ever held a valid teaching license? Yes ____ No ____

For what state? _____ Grades or subjects licensed to teach? _____

TEACHING EXPERIENCE

No. of years as full time teacher:

In Lee County ____ Outside Lee County ____ Where? _____

No. of years as a substitute teacher:

In Lee County ____ Outside Lee County ____ Where? _____

List all States in which you have lived in the last 5 years. _____

OTHER WORK EXPERIENCE:

REFERENCES: AT LEAST ONE REFERENCE MUST BE A CURRENT LEE COUNTY PRINCIPAL

CONDITIONS OF EMPLOYMENT AND SPECIAL REQUIREMENTS

As a condition of employment for all of its public school employees, every school board shall require on its application for employment a sworn disclosure statement.

I HAVE NOT been convicted of and I AM NOT the subject of pending charges for the following offenses: murder, abduction of children for immoral purposes; sexual assault; pandering; crimes against nature involving children; taking indecent liberties with children; abuse and neglect of children including failure to secure medical attention for an injured child; obscenity offenses; abuse and neglect of incapacitated adults; within the Commonwealth or any equivalent offense outside the Commonwealth. Any persons making a materially false statement regarding any such offense shall be guilty of a Class I misdemeanor.

Signature

Date

1. Have you ever been convicted of violation of law other than a minor traffic violation? _____
2. Have you ever been discharged or required to resign from a former position? _____
3. Have you ever been refused renewal of a contract? _____

IF THE ANSWER TO ANY OF THE ABOVE IS YES, PLEASE EXPLAIN IN FULL BELOW:

Before an application will be submitted to the School Board for approval, the following must be received at the School Board Office:

1. All applicants must have a college transcript showing at least one 3-credit college class.
2. All applicants must have a letter of reference from a Lee County Principal.
3. As a condition of employment, the school boards of the Commonwealth of Virginia shall require any applicant who is offered or accepts employment after July 1, 2000, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the applicant's fingerprints thru the Central Criminal Records Exchange to the FBI for the purpose of obtaining criminal history record information regarding such applicant. The fee for the Virginia State police and the FBI fingerprint search is **\$37.00**. All applicants must pay for a child abuse investigation through the Department of Social Services. The fee for the Virginia Department of Social Services record search is **\$5.00**.
5. All forms required by the Lee County School Board. Including, but not limited to State and Federal Tax forms and Federal I-9 forms. All applicants must come to the Lee County School Board Office before School Board approval to fill out these forms.

Please bring payment for the State Police and FBI search and Social Services search with you. It must be in the form check or money order (made payable to the Lee County School Board).

After employment a TB skin test, x-ray, or clearance from the Lee County Health Department is required within 30 days.