



# ROCKCASTLE COUNTY SCHOOLS

245 Richmond Street – Mt. Vernon, KY 40456  
 Phone: (606) 256-2125 ♦ Fax: (606) 256-2126

## Substitute Teacher Application for Employment

Application may be submitted in person at Central Office, mailed to the address above or emailed to [substitute.employment@rockcastle.kyschools.us](mailto:substitute.employment@rockcastle.kyschools.us).

### I. Personal Information

_____	_____	_____	_____
Last Name	First Name	Middle Name	Social Security Number
_____	_____	_____	_____
Address (Current)	City	State	Zip
_____	_____	_____	_____
Address (Permanent)	City	State	Zip
_____	_____	_____	_____
Telephone Number	Emergency Number	Emergency Contact	E-Mail Address

### III. Professional Certification

*Teaching certificate(s) held:*

Area of Certification	KY State Certification #	Type	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### IV. Education

*List the most recent education first. Provide a copy of your official college transcript.*

School	Dates Attended	Degree	Major	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type of Teaching Certificate Held:  Standard  Provisional  Substitute  Emergency

Date of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Teaching Area: \_\_\_\_\_

## V. Professional Work History

List the most recent first.

### A. Teaching Experience

1.	School	Address	Dates of Employment
	Grade	Contact Person/Phone Number	Reason for Leaving
2.	School	Address	Dates of Employment
	Grade	Contact Person/Phone Number	Reason for Leaving
3.	School	Address	Dates of Employment
	Grade	Contact Person/Phone Number	Reason for Leaving

**If you have less than 3 years teaching experience please indicate student teaching experience.**

### B. Student Teaching

1.	School	Address	Grade/Subject
	Classroom Advisor/Phone Number	College Supervisor/Phone Number	
2.	School	Address	Grade/Subject
	Classroom Advisor/Phone Number	College Supervisor/Phone Number	

What grade level do you prefer to substitute teach?  Elementary  Middle  High

## VII. Personal References

Do not list relatives.

1.	Name/Title	Address	Phone Number
2.	Name/Title	Address	Phone Number
3.	Name/Title	Address	Phone Number

### VIII. Narrative

When you work for a public school system, you are instantly involved with our most valuable resource, the children of Rockcastle County. Reflect upon why you are a good applicant to work in an environment committed to educating young people.

### NOTES TO APPLICANT

**Please note: Before an applicant can be recommended to the Board of Education for employment, the following information must be furnished:**

1. A signed, dated employment application with all blanks completed
2. Official college transcripts from any and all college/universities attended.

Note: You must have a minimum of 64 college semester hours and you must have a 2.5 GPA or higher, a Bachelor's Degree, or a valid Kentucky Teaching Certificate before employed as a substitute teacher with Rockcastle County Schools.

As defined in KRS 160.380 I realize that I cannot be a relative (father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law) of a school board member, the superintendent or a principal of the school where I am applying for employment. Therefore, I declare that I am not a relative to the individuals which hold any of these positions. I understand that false information given in regard to this will result in my immediate dismissal of employment and subject me to potential legal action.

By my signature, I certify, to the best of my knowledge, that all information contained in this application is true and represents me accurately. I understand that falsification of information on this application constitutes grounds for dismissal.

I authorize the Rockcastle County School System to conduct an investigation of personal, educational, vocational, and employment history. I further authorize any former employer, person, firm, corporation, educational institution, or government to provide the Rockcastle County School System with information regarding my performance, character, and general reputation. I discharge the Rockcastle County School System and those who provide information from any liability as a result of furnishing this information. I understand that the district is required to obtain a criminal background check and information obtained will become part of my personnel file.

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<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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Rockcastle County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Rockcastle County Public School System does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title VI, Title VII, Title IX, Section 504, Americans with Disabilities Act, and Age Discrimination Act 1975. Any person having inquiries concerning the Rockcastle County Public Schools' compliance with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975 is directed to contact the Director of Student Services, who has been designated by the Rockcastle County Board of Education to coordinate the system's efforts to comply with Title VI, Title VII, Title IX, Section 504, Americans With Disabilities and Age Discrimination Act 1975. The Director of Student Services can be contacted at 245 Richmond St, Mt. Vernon, Kentucky 40456, or at (606) 256-2125.