

**METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP  
GUEST TEACHER APPLICATION**

Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_ Date \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
Street City State Zip

Email address \_\_\_\_\_

<b>EDUCATIONAL AND PROFESSIONAL TRAINING</b>	Diploma or Degree	Years Attended	Year Graduated
Name and Location of School or Institution			
High School			
College			

<b>TEACHING EXPERIENCE:</b> Name and Location of School	Grade or Subject	Date	Number of Years

**Indicate subject or area/grade level you are interested in working. Certified applicants may list areas other than their certified area(s).**

Elementary (K-6)	Junior High (7-9)	Senior High (10-12)

I am available     Monday     Tuesday     Wednesday     Thursday     Friday

I will also substitute in a clerical position at a lesser rate of pay   

I will also substitute as an instructional assistant at a lesser rate of pay   

I have at least 24 college credit hours          If yes, please include a copy of transcripts.

I have an associate's degree          If, yes, please include a copy of transcripts.

I have a bachelor's degree          If, yes, please include a copy of transcripts.

I have a master's degree          If, yes, please include a copy of transcripts.

## BACKGROUND INFORMATION

The conviction of a crime or any affirmative answer provided by you is not an automatic bar to employment. The school district will consider the nature of any conviction or alleged conduct underlying the affirmative response, the date of alleged conduct in question, your intervening conduct and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

1. Are you aware as to whether your conduct as an employee or the quality of your work is or has been the focus of any investigation by your employer? Yes  No  Not presently employed  **If yes, explain the circumstances on a separate sheet and attach it to this application.**
  
2. Have you ever been **charged with or convicted of** a crime related to any of the following; sexual contact with another person; sexual abuse, sexual misconduct; child abuse; theft of or taking property; mishandling funds; fraud, forgery; the use, sale or possession of controlled substances or alcohol; or intoxication?  Yes  No **If yes, explain the circumstances on a separate sheet and attach it to this application. Please include; the matter of which you were investigated; a description of any underlying incidents or events; the date and nature of the investigation; the date and nature of the disposition of the investigation; and any other information which you want to provide concerning the matter.**
  
3. Have you ever been **investigated for, charged with, or pleaded guilty or "no contest"** to any crime involving the sexual abuse of any person or indecency with a minor?  Yes  No **If yes, explain the circumstances on a separate sheet and attach it to this application.**
  
4. Have you ever been **charged with a crime, other than a minor traffic offense**, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program?  Yes  No **If yes, explain the circumstances on a separate sheet and attach it to this application.**
  
5. Have you ever been an employee of the Metropolitan School District of Wayne Township? Yes  No  If yes, what dates? \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF INFORMATION

I have applied for employment with the Metropolitan School District of Wayne Township. To complete the employment application process, I hereby authorize the Metropolitan School District of Wayne Township to obtain and consider:

1. all criminal history information on me maintained by state, local and federal agencies;
2. all information relating to my former employment, including but not limited to attendance records and performance evaluations;
3. reference check information;
4. my driving history; and
5. all academic performance information concerning me in the custody of educational institutions I have attended.

I hereby further authorize the custodians of this information to release it on receipt of a photocopy of this authorization accompanied by a request from the Metropolitan School District of Wayne Township.

I acknowledge that if I have previously executed a written waiver of my right to inspect or review evaluations and recommendations in the custody of educational institutions I have attended, these documents will not be made available for my inspection or review by the Metropolitan School District of Wayne Township.

If in the opinion of an authorized agent for the Metropolitan School District of Wayne Township, supplemental information or written or oral clarification of any information obtained in accordance with this authorization is required, I authorize the Metropolitan School District of Wayne Township to obtain and the appropriate custodian to release this supplemental information.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date of Birth

Race: \_\_\_\_ American Indian/Alaskan Native \_\_\_\_ Asian/Pacific Islander  
\_\_\_\_ Multi-Racial \_\_\_\_ Black/Non Hispanic \_\_\_\_ White/Non Hispanic \_\_\_\_ Hispanic

Gender (Circle one):            M            F