

# St MARY'S

## EPISCOPAL SCHOOL

### Application for Substitute Teaching

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Street, City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone Numbers \_\_\_\_\_

For Position as a substitute teacher in:

- Pre-Kindergarten Teacher
- Kindergarten Teacher (JK & SK)
- Lower School Teacher (grades 1-4)
- Middle School Teacher (grades 5-8)  
Subjects \_\_\_\_\_
- Upper School Teacher (grades 9-12)  
Subjects \_\_\_\_\_
- Athletics/Coaching \_\_\_\_\_

This application should be mailed to:

St. Mary's Episcopal School  
Office of the Assistant Head  
60 Perkins Extended  
Memphis, TN 38117

For office use

Date Rec'd. \_\_\_\_\_ Original Rec'd by \_\_\_\_\_ Copy Sent \_\_\_\_\_

**Educational Background** (Please list most recent first)

College/University \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Year Graduated \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

College/University \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Year Graduated \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

College/University \_\_\_\_\_

Degree Awarded \_\_\_\_\_ Year Graduated \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

**Employment Experience** (Please list most recent first)

If you are currently employed, may we contact your employer?  yes  no

Dates Employed \_\_\_\_\_ Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title/Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Employed \_\_\_\_\_ Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title/Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Employed \_\_\_\_\_ Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title/Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates Employed \_\_\_\_\_ Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Job Title/Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Teaching Experience

1. Do you have a teaching certificate?  no  
 yes, in state of \_\_\_\_\_ certificate # \_\_\_\_\_
2. List areas of certification or areas in which you are qualified to teach (24 or more semester hours):  
\_\_\_\_\_
3. Are you a St. Mary's Parent?  no  yes, my daughter's name is \_\_\_\_\_
4. Are you a St. Mary's Alumna?  no  yes, class of \_\_\_\_\_
5. Are you a former St. Mary's employee?  no  yes
6. Would you like to be contacted to substitute in our Pursuits Aftercare program?  no  yes

## References

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

I understand that false, misleading, or omitted information provided or not provided on my application or at any time during the interview process may result in a refusal to hire, or discharge in the event of employment.

I certify that the information contained in this application is true and correct.

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Applicant Signature

Date

Employment at St. Mary's Episcopal School is contingent upon successful completion of a background, fingerprint, and reference check.

St. Mary's does not discriminate on the basis of race, religion, ethnic or national origin in admission or in any other activities or programs of the School.

