

**RICHMOND HEIGHTS LOCAL SCHOOLS
447 Richmond Road
Richmond Heights, Ohio 44143
(216) 692-0086 ext. 221
FAX (216) 692-2820**

SUBSTITUTE TEACHER APPLICATION

Please attach to this application a copy of your current teaching certificate, a copy of a negative tuberculin test dated within the past 90 days, and certified copy of a background check dated within the past year.

1. Name _____ Soc. Sec. No. _____
2. Address _____
- _____
- City _____ State _____ Zip _____
3. Telephone Number _____
4. Teaching Field(s) _____
5. University/College Degrees Held _____
6. Name(s) of University/College _____
- _____
7. Certificates Held _____
- _____

Employment is contingent on a satisfactory criminal records check as required by law. An individual shall be deemed employed only on a conditional basis until the report of a satisfactory check has been received.

An Equal Opportunity Employer

8 . Former Employers in the Educational Field:

School District _____ **Employment Period** _____ **Contact Person** _____

9 . If you have never been employed as a teacher, please list other employers.

Name/Address of Employer _____ **Employment Period** _____ **Contact Person** _____

10 . Have you ever entered a guilty plea to any crime or have you ever been convicted of a crime (misdemeanor or felony)? If so, explain:

I represent that all information furnished in connection with this application is true and accurate to the best of my knowledge. I further recognize that, should the Richmond Heights Local Schools discover that I have falsified any such information, I will not be hired, or if already hired, will be subject to termination from employment on that ground.

Signature _____ **Date** _____