



SUBSTITUTE TEACHER APPLICATION

Please submit Application, References, Transcripts, etc., To:
Personnel Department
Camden County Schools
174 NC Highway 343 North
Camden, NC 27921

Please complete this application in your own handwriting.

Personal Information

Name _____
Preferred Title First Name Middle/Maiden Last Name

Address _____
Street City State ZIP

Home Phone _____ Cell Phone _____ Email _____

Educational Data

Years		Name of School-Location	Last Grade Completed	Number Years	Graduated		
From	To				Yes	No	Degree

Major Subject _____ Minor Subject _____

Other subjects you can teach _____

Do you have a North Carolina Teaching License? Yes _____ No _____
Date Issued: _____ Expiration Date: _____

Do you hold a teaching license in another state? Yes _____ No _____
State(s) _____ Type _____ Date Issued: _____

Would you consider long-term substitution? Yes _____ No _____

Would you be able to hold the same teacher's classroom for more than 15 consecutive school days?
Yes _____ No _____

Please indicate in this space below any other facts with respect to your training or experience, which should be considered in making a substitute assignment: _____

Which school(s) would you prefer to substitute teacher?

- _____ Grandy Primary School (K-3)
- _____ Camden Intermediate School (4-6)
- _____ Camden Middle School (6-9)
- _____ Camden County High School (9-12)
- _____ Camden Early College (9-12)

Employment

List in chronological order the names of all the school systems in which you have taught as a regular full-time teacher. Please give your start and end dates, as well as indicate grades and subjects you have taught.

Name of School System	Dates of Teaching	Grades and Subjects Taught

What experience have you had as a substitute teacher? Please give names of school systems and approximate dates.

Name of School System	Dates of Teaching	Grades and Subjects Taught

What full-time positions other than teaching have you held?

Business	Position	Employment Dates

References

Preferably Superintendent or Principal with you have worked.

Name	Complete Mailing Address	Phone Number	Official Position

I hereby certify that the information given is accurate and complete. If employed, I will abide by the policies and regulations of Camden County Schools.

Signature _____ Date _____

CAMDEN COUNTY SCHOOLS

DISCLOSURE & AUTHORIZATION FORM

DISCLOSURE- NOTICE REGARDING BACKGROUND INVESTIGATION

Camden County Schools may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may be obtained at any time after receipt of your authorization and, if you are hires, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of notice, to request disclosure of the natural and scope of any investigative consumer report. The most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Background Investigation Bureau, LLC, ("BIB") who may be reached at 9710 Northcross Center Court, Huntersville, NC 28078, or by phone at (877) 439-3900 or by another outside organization. Other types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate record searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by BIB from public record sources and will not be used to discriminate against you in violation of any law. The scope of this Disclosure and Authorization is all-encompassing, allowing Camden County Schools to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. The BIB privacy policy may be found at www.BIB.com.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report by Camden County Schools by directly contacting the consumer reporting agency identified above.

AUTHORIZATION AND ACKNOWLEDGMENT

I acknowledge receipt of the DISCLOSURE-NOTICE REGARDING BACKGROUND INVESTIGATION and "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, military branch, institution, school or university (public or private), information service bureau, part or present employer or supervisor, private business, insurance company or personal reference, and/or other persons to furnish any and all background information requested by BIB, additional third-party organizations acting on behalf of Camden County Schools, and/or Camden County Schools itself. I agree that a facsimile (fax) or photographic copy of this Authorization shall be as valid as the original.

Signature: _____

Date: _____

- Please check this box if you are a **Minnesota or Oklahoma** applicant or employee and would like to receive a copy of a consumer report if one is obtained by Camden County Schools.
- Please check this box if you are a **California** applicant or employee and you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by Camden County Schools at no charge whenever you have a right to receive such a copy under California law. (*If you elect to receive a copy, you are required (on an ongoing basis) to keep Camden County Schools informed of address changes so reports are not sent to old addresses.)

California applicants or employees only: By signing below, you acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW.

Signature: _____

Date: _____

Personal Identifying Information for Consumer Reporting Agency-please print or type (list all names used; maiden, surname, alias)			
Last Name	First	Middle	
Last Name	First	Middle	
Last Name	First	Middle	
Home Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
*Date of Birth	*Social Security Number	Gender	Race
Driver's License Number	State Issued	Expires	