

UPPER CAMPUS
 2651 North Road
 Phone: (803)534-7970
 Fax: (803)535-2190



Orangeburg Preparatory Schools

LOWER CAMPUS
 168 Prep Street
 Orangeburg, S.C.
 (803)536-3000

Office use only:

SUBSTITUTE TEACHER APPLICATION

Important: Only those applications that are completed in all details will be processed. Academic transcripts and letters of recommendation may be forwarded by separate mail. Orangeburg Preparatory will not return any material received in connection with substitute teaching applications. Applicants whose credentials attract further consideration will be requested to arrange an interview with the Head of School.

It is our policy to provide equal employment opportunity to all qualified persons without discrimination on the basis of age, color, disability, national origin, race, religion, sex, or any other status protected by law.

TODAY'S DATE _____

I. GENERAL BACKGROUND

Name _____

Address _____

City _____ State _____ Zip _____

Home Telephone () _____ Cell Phone: () _____

Are you at least 18 years of age? _____

Social Security Number _____ - _____ - _____

Email Address (please PRINT clearly) _____

**Please note: The applicant is subject to a SLED background check*

II. EDUCATIONAL BACKGROUND

Did you graduate from high school? Yes No

Did you graduate from college? Yes No

<i>A. High School(s) Attended</i>	<i>Location</i>

<i>B. College(s) Attended</i>	<i>Location</i>	<i>Dates</i>	<i>Degree</i>	<i>Major (Other courses emphasized)</i>

III. EXPERIENCE BACKGROUND

<i>Name(s) of Employer(s)</i>	<i>Year(s) Employed</i>	<i>Reason for Leaving</i>

Please check the place(s) you are willing to substitute: Upper Campus Lower Campus
 Office Enrichment classes (i.e. library, PE, art, music, etc.)

Are you available everyday? Yes No

If no, which days? _____, _____, _____, _____

Do you have any special requests? _____

State any activities in which you are or have been engaged that might reveal your special interests or qualifications:

Please include on a separate sheet any other information you think will be helpful.

IV. OTHER INFORMATION:

“YES” answers to the following questions will not necessarily result in denial of employment. OPS will consider all the circumstances, including the date and nature of events that led to the actions described below. Your written explanation will assist OPS in determining your eligibility, qualifications, and suitability for employment. Attach additional sheets if necessary.

A. Have you ever been convicted of, admitted committing, or are you awaiting trial for any crime? You must answer “YES” even if the matter was later dismissed, deferred, vacated or expunged. If you answer “YES,” you must provide dates of proceedings, the court where the proceedings occurred, a statement of the accusations against you, and the final disposition.

_____ YES/___NO Explanation: _____

B. Have you ever been terminated (fired) from any job, or resigned at the request of your employer, or while charges against you or an investigation of your behavior were pending? You must answer “YES” even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer “YES,” you

must provide the date of termination of employment, the name, address, and telephone number of the employer(s), and a statement of the alleged reasons for termination.

_____ YES/ ___ NO Explanation: _____

C. Have you ever been warned, disciplined, or discharged from any position for sexual harassment, fighting, assault, or related offenses? If you answer “YES,” you must provide an explanation.

_____ YES/ ___ NO Explanation: _____

D. Have you ever had any license of any kind revoked or suspended, or have you in any way been sanctioned by, or is any charge of complaint now pending against you before, any licensing, or other regulatory agency or body, public or private? If you answer “YES,” you must provide the dates of proceedings, name, address, and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, and the final disposition.

_____ YES/ ___ NO Explanation: _____

E. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing or other regulatory body or by your current or any previous employer? If you answer “YES,” you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

_____ YES/ ___ NO Explanation: _____

V. Please read the following statements carefully before signing the application:

I certify that the information set forth in this application is true and complete. I understand that any falsification, misrepresentation, or omission of facts on this application, my resume, or on any document used in the hiring process will be cause for denial of employment or immediate termination of employment, regardless of when or by whom discovered.

I authorize OPS to investigate all statements contained in this application for any employment-related purpose. Specifically, I authorize OPS to contact the listed references and former employers, and I authorize the listed references and former employers to provide you with any and all applicable information they may have. I hereby release the references and former employers from any liability for any information they may give to you.

I UNDERSTAND THAT, IF HIRED, UNLESS PROVIDED WITH AN EXPRESS EMPLOYMENT CONTRACT, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER I OR OPS CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

I understand that any employment offer is contingent upon my providing valid proof of identity and authorization to work in the United States.

Signature of Applicant

Date