

**ADDISON NORTHEAST SUPERVISORY UNION**  
**SUPPORT STAFF/SUBSTITUTE APPLICATION**  
**Submit to: 72 Munsill Avenue, Suite 601, Bristol, VT 05443**  
 Phone: (802) 453-3657 Fax: (802) 453-2029  
 www.mtabe.k12.vt.us/anesu

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

(Number & Street / PO Box)

(City/Town)

(State)

(Zip Code)

Permanent Address (if different from above): \_\_\_\_\_

3. Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Social Security Number (last 4 digits only): xxx/xx/\_\_\_\_\_

5. Applying for employment as:

- |  |   |
|--|---|
| <input type="checkbox"/> Substitute Teacher<br><input type="checkbox"/> Educational Assistant *<br><input type="checkbox"/> Substitute Educational Assistant<br><input type="checkbox"/> Library Assistant<br><input type="checkbox"/> Technical Assistant<br><input type="checkbox"/> Tutor | <input type="checkbox"/> Clerical/Receptionist<br><input type="checkbox"/> Bookkeeper<br><input type="checkbox"/> Food Service<br><input type="checkbox"/> Custodian<br><input type="checkbox"/> Activities Bus Driver<br><input type="checkbox"/> Other: _____ |
|--|---|

6. Town school district(s) or program:

- |   |  |
|---|--|
| <input type="checkbox"/> Bristol Elementary School<br><input type="checkbox"/> Lincoln Community School<br><input type="checkbox"/> Monkton Central School<br><input type="checkbox"/> Beeman Elementary, New Haven<br><input type="checkbox"/> Robinson Elementary, Starksboro | <input type="checkbox"/> Mt. Abraham Union M.H.S.<br><input type="checkbox"/> Superintendent's Office<br><input type="checkbox"/> Early Education Program<br><input type="checkbox"/> Other: _____ |
|---|--|

7. Substitutes Only

Please circle all  
that apply:

Days available:					Grade Level(s) Preferred:												
M	T	W	Th	F	K	1	2	3	4	5	6	7	8	9	10	11	12

Subject(s) preferred: \_\_\_\_\_

Are you at least 21 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently enrolled in college? \_\_\_\_\_ Yes (1<sup>st</sup> or 2<sup>nd</sup> year) \_\_\_\_\_ Yes (3<sup>rd</sup> year or more) \_\_\_\_\_ No

8. **EDUCATION**

Name of High School & Location: \_\_\_\_\_

Year of High School Graduation: \_\_\_\_\_

Name of College or University	Location	Dates Attended	Degree or Credits and Date	Major Area of Study

Vocational or specialized training beyond High School: \_\_\_\_\_

COMPUTER SKILLS: \_\_\_\_\_

9. **WORK EXPERIENCE** (Reverse chronological order please - or you may include a resume in lieu of completing this section)

Dates of Employment	Name & Address of Employer/Firm	Responsibilities (please be specific)

10. **Extra-curricular interests/hobbies** (coaching, clubs, etc.): \_\_\_\_\_

11. **Teaching License(s)** (if applicable and please include what states you are licensed to teach in):

Level(s): \_\_\_\_\_

Endorsement(s): \_\_\_\_\_

Date of Expiration: \_\_\_\_\_

12. **REFERENCES:** Please complete this section in its entirety, with three professional and three personal references. Professional references should be from individuals qualified to evaluate your past performance and employment record.

Name and Position or Title	Address and Daytime Telephone Number	Business or Company and Relationship to Applicant
<b>Professional:</b>		
<b>Personal:</b>		

13. **OTHER DATA** (information pertinent to this application): \_\_\_\_\_  
 \_\_\_\_\_

14. Have you ever been charged with a felony or misdemeanor?             YES             NO  
 Have you ever been convicted of a felony or misdemeanor?             YES             NO  
 Have you ever been charged with, or are you currently being investigated for sexual abuse, misconduct or harassment?             YES             NO  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**I make the above declarations with the understanding that, if hired, my failure to disclose complete and truthful information may lead to my immediate dismissal.**

**I hereby certify that the information I have provided is accurate and complete.**

**In signing below I acknowledge that the above information is accurate and that I have read the applicant information on the next page.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\* IMPORTANT INFORMATION ON THE REVERSE SIDE \*\*\***

**APPLICANT INFORMATION:**

- A. Applications will be kept on file for two years after the date received.
- B. When a position opening occurs it will be listed on SchoolSpring.com. You may contact us and ask to have your application forwarded to the hiring committee for consideration.
- C. Substitutes must be at least 21 years of age and/or be currently enrolled in their third or higher year of college.
- D. Vermont State Law, effective 1998, requires that all newly hired professional and support staff, including substitutes, complete a Fingerprint Authorization Certificate at this office. You must pay a \$19.25 fee made payable to ANESU. (This is the fee for processing the Criminal Background Check charged by the Vermont Department of Public Safety.) You will then make an appointment at a local agency (information provided separately) for fingerprinting. There is currently a charge of \$25 payable to the agency who takes your prints. Please note that if you have had fingerprints previously done for a Vermont Public School system and have had less than a 12 month break in service, you will not be required to complete this process again. Proof of consistent employment is required.

**All expenses are the responsibility of the candidate.**

- E. Employment within the Addison Northeast Supervisory Union is contingent upon receipt of an acceptable report to the Criminal Record Check with Fingerprinting.
- F. ANESU is an Equal Opportunity Employer.
- G. Substitutes may start working upon submission of fingerprint receipt.
- H. Continued employment as a substitute is contingent on successful completion of a required online substitute training course.

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***FOR OFFICE USE ONLY***

***Date Application Received:*** \_\_\_\_\_ ***Sent to:*** \_\_\_\_\_ ***(school)***

***References checked by:*** \_\_\_\_\_

***Applicant hired for:*** \_\_\_\_\_ ***at*** \_\_\_\_\_  
***(position)*** ***(school)***

***If substitute application:*** \_\_\_\_\_ ***Approved*** \_\_\_\_\_ ***Denied***

***Notes:*** \_\_\_\_\_

\_\_\_\_\_