

Application for Substitute Teaching

All information on this application will be treated confidentially; it is the policy of Marshall School not to discriminate on the basis of race, color, creed, marital status, religion, national origin, sex, age, status regarding public assistance, or disability in its policies, practices or procedures.

Personal Data

Last name _____ First name _____ MI _____

Other names that may appear on records _____

Address _____ City/State/Zip _____

Home telephone _____ Other phone numbers _____

Email address _____

Education – Undergraduate Degree

Name and location of school attended _____

Course of study and major/minor _____

Diploma, degree, certification, license held _____

Education – Graduate Degree

Name and location of school attended _____

Course of study and major/minor _____

Diploma, degree, certification, license held _____

List areas you are willing to substitute _____

Also, list areas you feel you could not substitute _____

Do you have a background in library services? _____ Have you volunteered in a library? _____

List the days you are available to substitute and your assignment preferences:

Day(s) of week Every day or only Monday Tuesday Wednesday Thursday Friday

Assignment Any Middle School only (grades 5-8) Upper School only (grades 9-12)

Please submit this application to Amber Kern, Assistant to the Head of School, with a letter of introduction, resume and three references with contact information. Official transcripts should be mailed to the Head of School Office at Marshall School, 1215 Rice Lake Road, Duluth, MN 55811.

Applicant Signature _____

Date _____

Office Use

- BCA check
- Fed check
- W-4
- I-9 Form
- Resume
- References
- Transcripts
- Emergency Info
- License