



# ECE SUBSTITUTES, INC. SUBSTITUTE TEACHER APPLICATION FORM

## PERSONAL INFORMATION

**LEGAL NAME:** Last First M.I.

**ADDRESS:** Street City  
State Zip SSN#

**CONTACT:** Daytime Phone Cell Phone Email Address

Emergency Contact Phone Number Relationship

Are you Registered to work in Early Childcare in: Kansas Missouri Both  
YES NO

Are you registered with Kansas State Department of Education for your Background Check?

Are you registered with the Missouri Family Care Safety Registry (FCSR)?

Do you have a current Background Check on file with Missouri and/or Kansas?

Are you a Certified Substitute or in the process of completing certification?

Do you have knowledge of any foreign languages?

Speak: Read: Write:

## EMPLOYMENT PREFERENCES (Please check all that apply.)

**EMPLOYMENT STATUS:** Daily Temporary Long-Time Short-Time

**GRADE LEVEL:** Early Childhood (Pre-K) Infants Toddlers 2's Preschool

Subject Areas (please list):

Extra-Curricular Interests (coaching, activities, etc.):

Geographic Limitations with KC Metro:

## EDUCATION AND PROFESSIONAL TRAINING

College or University Location (City & State) Graduation (Degree)

**UNDERGRADUATE DEGREE:** Major(s) Minor(s)

Graduate Degree – Area(s) of Concentration

## **TEACHING EXPERIENCE**

List all teaching experience chronologically, most recent experience first. Please list any additional teaching experience on a separate sheet of paper or attach a current resume.

Dates (From & To)	School	Location (City & State)	Grade(s) or Subject(s)
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-			
-			
-			
-			
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## **PROFESSIONAL REFERENCES**

Please submit three professional references. Include name, business address, and phone number.

Name	Address	Phone Number	Relation to Work
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## **BACKGROUND QUESTIONS**

Please answer the following questions. Explain any "yes" answers to questions 2, 3, and 4.

**YES**      **NO**

1. Do you possess a current, valid teaching credential?

Type(s) & State(s):

Date(s) of Expiration:

2. Have you ever had a teaching credential denied, suspended, or revoked?

If yes, please explain:

3. Have you ever failed or refused to fulfill an employment contract with any school?

If yes, please explain:

4. Have you ever for any reason been suspended, dismissed or asked to resign a teaching position?

If yes, please explain:

5. After employment, can you submit verification of your legal right to work in the United States?

6. Have you worked in Early Education before?

If yes, where and in what capacity:

7. Referred by:

**\*\* All offers of employment are subject to and contingent on the ECE Substitutes, Inc. fingerprinting process. \*\***

Please write or attach a brief answer to the following questions:

1. What purpose(s) do you feel Early Education teachers fulfill?

2. What personal contribution can you make to ECE Substitutes, Inc.'s goal to Maintain the Standard of Excellence within a customer's center?

## **STATEMENT OF NON-DISCRIMINATION**

Employment will go to those individuals whose training and experience best qualify them for the positions offered without regard to race, color, religious affiliation, sex, marital status, age, disability, or national origin, except where religious affiliation, sex, or ordination is a bona fide occupational qualification.

## **CERTIFICATION**

I certify that all of the information furnished on this application, attached resume and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omission is discovered.

I recognize that this employment application is not an offer of employment. I agree that if I am hired by the ECE Substitutes, Inc., **I will be an at-will employee**, meaning that either ECE Substitutes, Inc. or I may end the employment relationship at any time with or without cause or notice. I understand that only ECE Substitutes, Inc. has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and any such agreements must be in writing.

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I hereby authorize ECE Substitutes, Inc. to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

I understand that the position for which I am applying will require fingerprint clearance through the Missouri Department of Justice (DOJ), the Federal Bureau of Investigation (FBI) and the Child Abuse Central Index and that any offer of employment is contingent upon the results of such clearance.

I understand that ECE Substitutes, Inc. has an arbitration procedure governed by the Federal Arbitration Act, 9 U.S.C. sections 1 et seq. The arbitration procedure applies to claims brought by me against ECE Substitutes, Inc. or its customers against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by ECE Substitutes, Inc. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers' compensation benefits or unemployment insurance. I understand and agree that I may review the ECE Substitutes, Inc.'s arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from ECE Substitutes, Inc. at [info@ecesubs.com](mailto:info@ecesubs.com).

***THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.***

SIGNATURE:

DATE:

**Substitute teacher applicants should attach the following:**

1. A professional resume.
2. Copies of all official transcripts for undergraduate and post-graduate work or copies of diplomas.
3. Copies of all credentials if any or evidence, if any, of enrollment in a credential program.

**Offers of employment for positions as a substitute teacher for ECE Substitutes, Inc. are contingent on the following:**

1. Fingerprint clearance.
2. A current TB test.
3. Acceptable documentation of identity and work authorization for the *Employment Eligibility Verification Form* (USCIS I-9 Form).
4. Verification of previous teaching and administrative experience.

**Forward application and documentation to: [hr@ecesubs.com](mailto:hr@ecesubs.com)**

Should you have any questions, you may contact the Human Resources Office by phone at **(816) 330-6502** or by e-mail at **[hr@ecesubs.com](mailto:hr@ecesubs.com)**.