



NORTH ST. PAUL – MAPLEWOOD – OAKDALE SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 622  
Department of Human Resources  
2520 East 12<sup>th</sup> Avenue  
North St. Paul, MN 55109  
PHONE (651) 748-7423

**APPLICATION FOR  
SUBSTITUTE  
TEACHING**

Dear Applicant:

As you are interested in substitute teaching in our district, please complete this application.

As required by MN State Statute 229C.60, a criminal history background check is required on any children's service worker. The cost of the background check is \$24.00. This payment is required up front and can be paid with cash or check.

Upon completing a substitute teaching application form, **please deliver the application to the Human Resources Office between 8:00 AM and 4:00 PM Monday through Friday.** At this time you will fill out the Immigration Reform and Control Act form (I-9 form) and the W-4 form, as well as a form for the aforementioned background check. Please be prepared to list your addresses for the last seven years on the background check form. This includes any temporary addresses. Plan to bring the following materials to your appointment:

- A **current** copy of your MINNESOTA TEACHING CERTIFICATE;
- **Original** documents verifying your identity and eligibility to work in the United States. If you are unsure what type of documents are acceptable, please verify with Human Resources.
- **Voided check or bank account information** for direct deposit of your paycheck.
- **A payment** of \$24.00 cash or check.

We must have the completed substitute teaching application, W-4 form, Minnesota Teaching Certificate, I-9 form, direct deposit authorization, and background check on file before we can add your name to our substitute teaching list.

Thank you for your interest in our district.

District 622 Human Resources Staff

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**APPLICATION FOR  
 SUBSTITUTE  
 TEACHING**

**APPLICANT IDENTIFICATION**  
 (Please print)

Date: \_\_\_\_\_

Last Name	First Name	Middle
Address	Main Phone	
City, State, Zip	Social Security #	
Email Address (required - all communication is provided electronically)	Date of Birth	

The North St. Paul-Maplewood-Oakdale School District welcomes your interest in employment. Please call us if you need assistance completing this application. As an equal opportunity employer, the North St. Paul-Maplewood-Oakdale School District is committed to the policy that all persons shall have equal access to employment without regard to race, creed, color, religion, sex, age, national origin, disability, economic status or marital status. The North St. Paul-Maplewood-Oakdale School District fully complies with the Minnesota Government Data Practices Act (Minnesota Statute 13.01-13.88) as described on Page 4 of this application.

**IMPORTANT NOTICE:** Substitute teaching applicants are required to have the following documents on file in order to be placed on the active substitute list: (1) a completed District 622 substitute teaching application; (2) a copy of your current MN teaching certificate; (3) a completed W-4 form; (4) a completed I-9 form (to be completed in person at the Human Resources Office); (5) a current background check done. It is the applicant's responsibility to make sure all applicant requirements are met. **INDIVIDUAL APPLICANTS WILL NOT BE PLACED ON THE ACTIVE SUBSTITUTE LIST UNTIL THEIR FILE IS COMPLETE.**

**LICENSE INFORMATION**

License/File Folder Number: \_\_\_\_\_

\*\*A copy of your MINNESOTA TEACHING LICENSE must be on file in our office prior to substitute teaching in our District.

List all areas of licensure, including coaching:

Area	Expiration Date	Grade Level(s)

**SKILL INFORMATION**

Place an "X" in the box next to any classrooms in which you **WILL** substitute teach:

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Art                         | <input type="checkbox"/> Elementary Education         | <input type="checkbox"/> Industrial Technology | <input type="checkbox"/> Secondary Education |
| <input type="checkbox"/> Band/Orchestra              | <input type="checkbox"/> English as a Second Language | <input type="checkbox"/> Kindergarten          | <input type="checkbox"/> Spanish             |
| <input type="checkbox"/> Business Education          | <input type="checkbox"/> FACS                         | <input type="checkbox"/> Media/Library         | <input type="checkbox"/> Special Education   |
| <input type="checkbox"/> Certified Lifeguard         | <input type="checkbox"/> French                       | <input type="checkbox"/> Music/Choir           |  |
| <input type="checkbox"/> Early Childhood Special Ed. | <input type="checkbox"/> German                       | <input type="checkbox"/> Physical Education    |  |

If you **only** want to substitute teach in a particular school, please list the school(s): \_\_\_\_\_

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**EDUCATION**

	Name of School/College/University	Major	Month/Year Graduated	Type of Degree
High School				
College/Univ.				
College/Univ.				

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**TERMINATION FOR CAUSE/CONVICTION OF FELONY RECORD**

Have you ever been terminated from employment or resigned by request of the employer or by mutual consent for cause of alleged misconduct, alleged unsatisfactory performance, or alleged improper or illegal acts?

No       Yes. If yes, list employer: \_\_\_\_\_

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**TEACHING/STUDENT TEACHING EXPERIENCE –** Please list your past three teaching and/or student teaching assignments, listing your most recent first.

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Employer \_\_\_\_\_ Position \_\_\_\_\_ Date From-Date to \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_ Date From-Date to \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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Employer \_\_\_\_\_ Position \_\_\_\_\_ Date From-Date to \_\_\_\_\_

Address \_\_\_\_\_ Summary of Responsibilities/Duties \_\_\_\_\_

Supervisor \_\_\_\_\_

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**PROFESSIONAL REFERENCES –** List three professional references.

Name and Title	Address	Telephone

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**OTHER INFORMATION**

Teacher's Retirement Association Number \_\_\_\_\_

Applied For.

Would you be interested in homebound teaching?       Yes       No

Would you be interested in long-term substitute teaching?       Yes       No

DATA PRACTICES – The Minnesota Government Data Practices Act (Minnesota Statute 13.01-13.88) has two sections that affect you as an applicant for employment:

First, under “Rights of Subject of Data” (MN Statute 13.04) when you are asked to provide us with data about yourself, we must tell you:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequence arising from your supplying or refusing to supply the data;
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second, under “Personnel Data” (MN Statute 13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your Veteran’s Status
- Your job history
- Your education and training
- Your relevant test scores
- Your rank on any eligible list
- Work availability

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointment authority to be a finalist for a position in the public employment. If you are hired, the following additional data about you will be public:

- Your name;
- Your city and county of residence;
- Your actual gross salary, salary range, and actual gross pension;
- The value and nature of employer paid benefits, including the basis for and the amount of any remuneration to your salary;
- Your job title and job description;
- The dates of your first and last employment with us;
- The status of any complaints or charges against you while you work for the North St. Paul-Maplewood-Oakdale School District, and whether or not they resulted in disciplinary action;
- Your work location and work telephone number;
- Your education and training background;
- Honors and awards you have received;
- Time sheets or other comparable data that are only used to account for your work time for payroll purposes;
- Your previous work experience.

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to school district staff needing it to process school district records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request:

- The Bureau of Census
- Federal, State and County Auditors
- The State Department of Public Welfare
- The State Department of Human Rights
- Federal officials investigating compliance of Affirmative Action and Equal Employment Opportunities
- Labor organizations and the Bureau of Mediation Services
- Data may also be made available through court order

With the exception of racial and ethnic data, the data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying. Racial and ethnic data are used in summary form by the District to monitor projected class employment and meet Federal, State and Local reporting requirements. Furnishing racial and ethnic data about yourself, as well as your Social Security Number, is voluntary.

You are not legally required to supply any of the data required on your application, but if you choose to withhold any data other than racial, ethnic or your Social Security Number, we cannot consider you for employment. If you do provide the data, your application will be considered and, if you are employed, the data you have given us as an applicant will become part of your employee record.

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**PLEASE READ CAREFULLY AND SIGN ONLY IF YOU FULLY UNDERSTAND AND AGREE WITH THE STATEMENT AS WRITTEN:**

I hereby affirm that the information provided on my application materials, both paper and electronic, are true and complete to the best of my knowledge. I further affirm my knowledge and agreement that falsified information or significant omission on either the application materials or during an interview may disqualify me from further employment consideration and shall, at the discretion of the North St. Paul-Maplewood-Oakdale School District, provide cause for immediate discharge. I authorize the North St. Paul-Maplewood-Oakdale School District to see verification of my qualifications as reasonably necessary to arrive at an employment decision. I hereby authorize professional references, my current employer or previous employers and organizations to provide any and all information regarding my employment, also other information, whether personal or otherwise that may or may not be on record. I release the North St. Paul-Maplewood-Oakdale School District from all liabilities and damages whatsoever that may arise from requesting or providing such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_