

APPLICATION FOR NON-CERTIFIED SUBSTITUTE TEACHER WILLIAMSPORT AREA SCHOOL DISTRICT

School Term: 2023-2024

**NON-CERTIFICATED
PROFESSIONAL
WITH A PDE
EMERGENCY PERMIT**

CSIU Emp. ID# _____

FOR OFFICE USE ONLY: Board Approval Date			
Emerg. Permit Rec'd. _____	Act 24 _____	W4 _____	Phys. _____ TB Test _____
Act 34 Crim. Rec. _____	Act 126 _____	Direct Deposit _____	Payroll Office form _____
Act 151 Child Ab. _____	I-9 with ID _____	Mun. EIT Tax _____	Board Policies _____
Act 168 _____ (Emp. History Review)	Soc Sec card _____	Local Svc Tax _____	(Conf./Har./Bloodb./etc.)
FBI (Reg.) (Rec'd.) _____	Job Description _____	with Pay Stub _____	Work Comp _____
	Bachelor Degree _____	Sent Payroll _____	

LAST NAME FIRST NAME MI EMAIL ADDRESS

STREET ADDRESS CITY STATE ZIP

() ()
PRIMARY PHONE NUMBER SECONDARY PHONE NUMBER SOCIAL SECURITY NUMBER PPID # (from PDE)

In case of emergency, please contact: _____
NAME DAYTIME PHONE # RELATIONSHIP

DEGREE: BACHELOR'S MASTER'S

****EMERGENCY PERMIT IS ISSUED FOR ALL SUBJECT AREAS****

PLEASE INDICATE THE SUBJECT AREAS YOU WOULD AGREE TO BE CALLED FOR AS NEEDED (check all that apply):
 Art Music Phys. Ed. Special Education Alternative Education Any Subject (secondary) Elementary (K-6)
 OR ONLY in these Specific Areas (please list): _____

I HAVE READ THE ATTACHED JOB DESCRIPTION(S) AND CAN ATTEST THAT I AM ABLE TO PERFORM THE DUTIES AS OUTLINED. Yes No
 If yes, can you perform the essential functions of this job with or without reasonable accommodation? Yes No

I AM AVAILABLE ON THE FOLLOWING DAYS (please check any that apply): ___ ALL ___ M ___ T ___ W ___ TH ___ F

I AM WILLING TO WORK IN ALL LOCATIONS/SCHOOLS OR ONLY SCHOOLS/LOCATIONS AS CHECKED BELOW (indicate all that apply):
 Cochran Grades K-3 Hepburn Grades K-3 Jackson Grades K-3
 Curtin Grades 4-6 Lyco Valley Grades 4-6
 Williamsport Area Middle School Grades 7-8 Williamsport Area High School Grades 9-12

GENERAL BACKGROUND INFORMATION:
 Were you ever convicted of a criminal offense (other than a Summary Offense)? Yes No (NOTE: A "yes" response will not necessarily bar you from further consideration. Please attach a separate sheet with explanation.)

I CERTIFY THAT ALL OF THE PRECEDING INFORMATION IS ACCURATE:

SIGNATURE OF APPLICANT DATE

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap, in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Ed. Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights or grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped individuals contact Anne Logue, Director of Human Resources, Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701, Phone (570) 327-5500, ext. 40210
 Revised 05/2023