



1417 Dothan Road, Bainbridge, Georgia 39817 (229) 248-2200 Fax (229) 248-2264

Substitute Application

Classroom

Bus Driver

Custodian

Food Service Worker

Dear Applicant,

Thank you for your interest in applying for employment with Decatur County Schools. In order for your application to be placed in our active files, the following requirements must be met:

Requirements

- We must have a completed application on file.
- We must have a copy of your Driver's License and Social Security Card.
- You must complete and sign a Criminal History Background Consent Form.
- You must read and sign the Decatur County Schools Code of Conduct Forms.
- The Federal Tax Form (W4) and Georgia State Tax Form (G4) must be completed and signed.
- If you are hired for any position, you will be required to be fingerprinted at your own cost by our agency.

When a vacancy occurs, our Administrator/Directors will look through these files to select qualified candidates who they wish to interview. If you are selected for an interview, you will be contacted directly by the Administrator/Directors. All current certified openings are advertised and posted in the Central Office, each Decatur County School, on the Decatur County Schools' website www.dcboe.com or you may also contact the Personnel Office @ (229) 248-2200 for information.

ALL INFORMATION PROVIDED WILL BE A PUBLIC RECORD AND WILL BE RELEASED UPON REQUEST, UNLESS EXEMPT OR CONFIDENTIAL.

Substitute teaching is not a full time job. This position is considered "on-call" as needed, with no guarantee of hours of employment. Substitute teachers are not eligible to draw unemployment wages. [Campbell v. Poythress, 216 Georgia Appeals 834 (1995)]

Classroom Substitute

In order for your application to be placed in our active files **ONE** of the following requirements must be met:

- (1). You must hold at least an Associates of Arts Degree, Associates of Science Degree or Bachelor's Degree. You must send an official copy of your college transcript.
- (2). You must have completed 60 college hours and send your official college transcript indicating that you have been awarded a degree or have completed 60 hours.
- (3.) You must have passed the GACE Assessment that is required by Decatur County Schools. You may obtain information about this test on the web at www.gace.ets.Org. or contact our personnel office.

Substitute Teacher Training is required in order to meet substitute qualifications. Located in the back of the application you will find information concerning:

- Substitute Training Dates
- Test Sites for Paraprofessional Assessment

Bus Driver Substitute

- We must have a completed application on file.
- We must have a copy of your Driver's License and Social Security Card.
- You must complete and sign a Criminal History Background Consent Form.
- You must read and sign the Decatur County Schools Code of Conduct Forms.
- The Federal Tax Form (W4) and Georgia State Tax Form (G4) must be completed and signed.
- If you are hired for any position, you will be required to be fingerprinted at your own cost by our agency.
- Show proof of CDL license with "S" endorsement
- Complete required training: 6 hours classroom training, 6 hours riding with licensed driver, and 6 hours driving with licensed driver (provided by Transportation Department)

Lunchroom Substitute

Custodial Substitute

Bus Aide Substitute

- We must have a completed application on file.
- We must have a copy of your Driver's License and Social Security Card.
- You must complete and sign a Criminal History Background Consent Form.
- You must read and sign the Decatur County Schools Code of Conduct Forms.
- The Federal Tax Form (W4) and Georgia State Tax Form (G4) must be completed and signed.
- If you are hired for any position, you will be required to be fingerprinted at your own cost by our agency.



Decatur County Schools

PROUD
TRADITION

THE BEARCAT WAY

PROMISING
FUTURE

Date: _____

Name: _____
Last Name First Name Middle (Maiden)

Permanent Address:

Street, Route, or P.O. Box

City, State, Zip

Present Address: If different from Permanent Address

Street, route, or P.O. Box

City, State, Zip

Telephone Number: _____

Cell Number: _____

Email Address: _____

If worked in another Georgia School System (s) what counties: _____

Have you ever worked in the Decatur County Schools System before, if so when: _____

What date would you be able to start work? _____

Do you have any limitations which would hinder you from performing in the position for which you are applying? ____yes ____No

If yes, please explain: _____

EDUCATION

| NAME OF SCHOOL & LOCATION (INCLUDE HIGH SCHOOL & ABOVE) | DEGREE, DIPLOMA, COLLEGE HOURS | MAJOR | MINOR |
|---|--------------------------------|-------|-------|
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WORK EXPERIENCE

| FROM MTH/YR | TO MTH/YR | JOB TITLE WORK DESCRIPTION | COMPANY NAME & ADDRESS | SUPERVISOR NAME & TITLE | REASON FOR LEAVING |
|----------------|--------------|----------------------------------|------------------------------|----------------------------|--------------------|
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Note: Any employer may be contacted at any time.

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| ACTIVE MILITARY BRANCH OF SERVICE: _____ START DATE: _____ SEPARATION DATE: _____ |
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REFERENCES

These should be persons qualified to give information to show your fitness for the position you seek.

| NAME | POSITION | ADDRESS | HOME PHONE | BUSINESS |
|------|----------|---------|------------|----------|
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In your own handwriting, please describe any special talents, qualifications, or attributes you have which you feel will assist in arriving at a true estimate of your suitability for the position for which you are applying. Include special awards, honorary organizations, etc.

It is the policy of the Decatur County Board of Education not to discriminate on the basis of age, sex, race, religion, national origin, or handicap in its educational program, activities or employment practices.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or person from all liability in responding to inquires in connection with my application. Furthermore, it is understood that this application becomes the property of the Decatur County School System. In the event of employment, I understand that false or misleading information given in my application or interview may result in dismissal. I understand, also, that I am required to abide by all rules and regulations of the Decatur County School System.

SIGNATURE

DATE

Teacher Substitution Pay Scale

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|---------|--|
| RANK 1: | CERTIFIED TEACHER- \$75.00/DAY LONG TERM TEACHER PAY (30 DAYS OR MORE) - \$150.00/DAY |
| RANK 2: | BACHELOR'S DEGREE OR HIGHER- \$65.00/DAY |
| RANK 3: | HIGH SCHOOL DIPLOMA OR GED-\$60.00/DAY EXPIRED GA CERTIFICATE BASED UPON BACCALAUREATE DEGREE OR HIGHER |

Bus Driver

\$60.00 per day

Custodial

\$7.25 per hour

Lunchroom

\$7.25 per hour

Substitutes receive no benefits. All substitutes are required to pay social security taxes (7.65%) plus federal and state taxes.