

# ABERDEEN SCHOOL DISTRICT#58

318 W. Washington  
PO Box 610  
Aberdeen, Idaho 83210  
Tel: (208) 397-4113  
Fax: (208) 397-4114

Jane Ward, Superintendent  
Dena Blaker, Human Resource Manager  
David A Burke, Business Manager

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## TO THE APPLICANT:

We are asking that as you apply to be a substitute in our District, that you try to meet with the building principals. This way you can introduce yourself and let them know where you would most like to substitute. The Elementary School Principal is Robi Jo Colton (397-4115), the Middle School Principal is Marina Taylor (397-3280) and the High School Principal is Travis Pincock at (397-4152).

We are also asking that you take the time to fill out a W-4 and an I-9 and bring along your Driver's License and Social Security Card or Birth Certificate when you return this form to us. We must have this information on file before any paycheck can be issued.

The 1996 State Legislature, Chapter 1, Section 33 of the Idaho code requires a Criminal History Check (CHC) for school district employees and applicants. To work in this district, therefore you will need to be fingerprinted. We have forms which you will need. The cost to you will be \$28.25.

Thank you for your interest in our District and we look forward to seeing you again.

Sincerely,

Dena Blaker  
Human Resource Manager

**ABERDEEN SCHOOL DISTRICT NO. 58**

PO Box 610 318 West Washington

Aberdeen, ID 83210-0610

208-397-4113 FAX 208-397-4114

**SUBSTITUTE APPLICATION**

Name \_\_\_\_\_ Soc Sec (optional) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Other Phone \_\_\_\_\_

Positions for which you are applying: (Please check all positions you are interested in)

Teacher Substitute \_\_\_\_\_ Teacher Aide Substitute \_\_\_\_\_ Food Service \_\_\_\_\_ Custodial \_\_\_\_\_

Grade Levels: K-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ 9-12 \_\_\_\_\_

**EDUCATION**

| High School        | Diploma or GED | Year Graduated      |                |
|--------------------|----------------|---------------------|----------------|
|                    |                |                     |                |
| College/University | Major/Minor    | Degree/# of Credits | Dates Attended |
|                    |                |                     |                |
|                    |                |                     |                |

**JOB EXPERIENCE (List most recent first)**

| Name/Business | Address | Supervisor | Years From - To | Position |
|---------------|---------|------------|-----------------|----------|
|               |         |            |                 |          |
|               |         |            |                 |          |

**PERSONAL CHARACTER REFERENCES**

| Name | Title | Address | Phone | Yrs. Known |
|------|-------|---------|-------|------------|
|      |       |         |       |            |
|      |       |         |       |            |

Have you ever had a conviction or withheld judgment on anything other than a traffic citation?

Yes \_\_\_\_\_ No \_\_\_\_\_ (IF yes, please detail on a separate sheet of paper)

I certify that the information herein is a true and complete statement of my personal and professional record to date and authorize a release of information from previous employers, references, and law enforcement agencies orally or in writing and release them from any claim for the release of such information. Failure to disclose all information are grounds for termination of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

Veterans preference will be given. You may request the Veteran's Preference Form from the Aberdeen School District Office.

**WE ARE IN EQUAL OPPORTUNITY EMPLOYER**

Employment contingent upon clearance of background checks