



HERKIMER BOCES SUBSTITUTE STAFF CALLING SERVICE

APPLYING TO BE A SUBSTITUTE

Teacher, Teaching Assistant, or Teacher Aide

- Complete the attached application form.
- Ask individuals to complete the attached reference forms **and have them return** the form to Diana Cassidy, Herkimer BOCES, 352 Gros Boulevard, Herkimer, NY 13350. You may wish to supply them with a stamped, addressed envelope.
- Please mail your completed application form to:

Diana Cassidy, Personnel Office
Herkimer BOCES
352 Gros Boulevard
Herkimer, NY 13350

- Before you can be approved as a substitute you must be fingerprinted. Fingerprinting is performed at Herkimer BOCES on **Wednesdays, 9:00-11:00 AM and 12:30-2:30 PM**. Prior to having your fingerprints taken with our LiveScan System a payment of \$94.25 must be made to the State Education Department. Go online to www.highered.nysed.gov/tcert to complete a fingerprint application and make your payment via credit or debit card. If you do not have access to a computer you may make your payment online at BOCES. Be sure to bring your credit or debit card. SED only accepts MasterCard and VISA – they **DO NOT** accept Discover or American Express.

Thank you for your interest in the Substitute Calling Service operated by the Herkimer BOCES for area school districts.

QUESTIONS, PLEASE CALL

**Diana Cassidy
315-867-2018**

APPLICATION SUBSTITUTE STAFF CONSORTIUM OF HERKIMER BOCES

Return to:
Diana Cassidy, Personnel Office
Herkimer BOCES, 352 Gros Boulevard
Herkimer, NY 13350
Phone (315) 867-2018

PERSONAL DATA:

Date: _____

Name: _____
(First)
(Middle)
(Last)

Address: _____
(Street)
(PO Box)
(City)
(State)
(Zip)

Home Phone: (____) _____ Alternative Phone : (____) _____

U.S. Citizen Yes No Social Security No: _____

I am willing to substitute during the summer recess. Yes No

**Application for Substitute Position
As:**

- Teacher
- Teaching Assistant
- Teacher Aide
- Nurse
- Secretary
- Custodian
- Nursing Instructor
- Food Service Worker
- Bus Driver

Availability:

Days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Times:

- All day
- AM only
- PM only

Dates Available:

Whole school year, or
 Date from _____ to _____
 Date from _____ to _____
 Date from _____ to _____

**For "Teacher", indicate grade level
and subject areas for which you are
capable of substituting:**

Grade Level:

- Pre-K
- K-3
- 4-6
- 7-12

Subject Areas:

- Art
- Business
- Cosmetology
- English/Reading
- Foreign Languages _____
- Homebound
- Home Economics/Early
Childhood/Food Service
- Library Media
- Math
- Music
- Nursing
- Physical Education/Health
- Science
- Social Studies
- Special Education
- Technology
- Vocational Shops _____
- Other _____

**Indicate the school districts and
school buildings in which you would
be willing to work:**

Frankfort-Schuyler

- Elementary
- Jr-Sr High School

Herkimer

- Elementary
- Jr-Sr High School

Herkimer BOCES

- Career Tech Center
- Pre-Kindergarten
- Special Education

Ilion

- Barringer Road Elementary
- Remington Elementary
- Jr-Sr High School

Little Falls

- Benton Hall Elementary
- Middle School
- High School

Mohawk

- Fisher Elementary
- Jarvis High School

Owen D. Young

- Elementary
- High School

FOR OFFICE USE ONLY

Approved Not Approved

Administrator: _____

CONFIDENTIAL

Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services
352 Gros Boulevard
Herkimer, New York 13350

PROFESSIONAL RECOMMENDATION

TO: _____

DATE: _____

The following person has applied for a position in the Herkimer BOCES. It would help us in the evaluation of this person if you would complete this form. Your reply will be kept **confidential** and under no circumstances will it be shown to the applicant.

Applicant's Name _____

Position Applied for: Substitute

PLEASE CHECK:	Outstanding	Above Average	Average	Below Average	Comments
Appearance					
Judgment					
Cooperativeness					
Dependability					
Tact					
Flexibility (Accepts Change)					
Initiative					
Resourcefulness					
Emotional Stability					
Scholarship					
Knowledge of Subject Area					
Classroom Performance					
Skill in Teaching					
Relationship with Supervisors					
Relationship w/ Fellow Workers					

Was Applicant under your immediate supervision? Yes No

Was Applicant's attendance record satisfactory? Yes No

Note: If the answer to either of the two following is "Yes", please explain under remarks.

To your knowledge does Applicant have any problems that are likely to hinder success? Yes No

To your knowledge has Applicant ever been demoted or discharged or not rehired? Yes No

Do you recommend Applicant for employment in Herkimer BOCES? Yes No

Remarks: (For additional space please use other side) _____

Name: _____

Position: _____

Organization: _____

Telephone Number: _____

Date: _____

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Date: _____

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Are you physically and otherwise able to perform, in a reasonable manner, the requisite job duties of the position for which you have applied? Yes No If not please explain _____

PROFESSIONAL TRAINING *(Please list most recent first)*

Name & address of institutions attended (including high school, colleges and graduate schools)	# of yrs. attended	Major	Semester Hrs.	Degree/Diploma

PROFESSIONAL WORK EXPERIENCE *(Please list most recent first)*

Name of Employer	Address & Phone #	Immediate Supervisor	Position	# of Yrs. in this position	Reason for leaving

CERTIFICATION OR LICENSURE DETAILS *(You will be required to present the original of your certificate for copying at the office of the District Superintendent of Herkimer County BOCES, to verify certification.)*

Area/Grade Level(s)	Type	Issuing State	Date Received	Valid Until	Certificate Number

Have you ever been convicted of a crime: Yes No

If yes, please explain _____

If offered employment, do you agree to take an oath or affirmation that you will support the United States Constitution as required by Section 3002 of the Education Law? Yes No

The Herkimer County Board of Cooperative Educational Services hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education without regard to sex, race, color, national origin, handicap, age, marital status, or sexual orientation. Inquiries regarding this non-discrimination may be directed to Title IX and Section 504 Coordinator, James Picolla, Herkimer BOCES, 352 Gros Blvd, Herkimer, NY 13350-1499. Phone (607) 652-1224. Copies of the grievance procedure are posted in the Career Tech Office.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

(Signature of Applicant)

(Date)