

**SUBSTITUTE INFORMATION**

Please complete the following form and return to: Hay Springs Public Schools, PO BOX 280, Hay Springs, NE, 69347.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone 1: \_\_\_\_\_ ◇Home ◇Cell ◇Other: \_\_\_\_\_

Phone 2: \_\_\_\_\_ ◇Home ◇Cell ◇Other: \_\_\_\_\_

Phone 3: \_\_\_\_\_ ◇Home ◇Cell ◇Other: \_\_\_\_\_

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I am willing to be a substitute \_\_\_\_\_ in the Hay Springs School District #3 as circled below:  
(Position or positions)

<b><u>Month(s)</u></b>	<b><u>Day(s)</u></b>	<b><u>Time(s)</u></b>
Any	Any	Any
August	Monday	Mornings
September	Tuesday	Afternoons
October	Wednesday	
November	Thursday	
December	Friday	
January		
February		
March		
April		
May		

Please do not call before \_\_:\_\_ a.m. or after \_\_:\_\_ p.m.

Education/Certificate Completed: \_\_\_\_\_

Specialized Training(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT RECORD OF PRIOR WORK EXPERIENCE:**

EMPLOYER	DATES	JOB DUTIES	SUPERVISOR	PHONE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REFERENCES: List references and phone numbers who know your work skills. Family members and relatives are not used as work references.**

NAME	POSITION	ORGANIZATION	PHONE
_____	_____	_____	_____
_____	_____	_____	_____

**AFFIDAVIT OF NON-INVOLVEMENT IN CRIMINAL ACTIVITY**

I \_\_\_\_\_ being an applicant for work for Hay Springs Schools, do hereby certify that this document is a true and full disclosure of my personal/professional background history.

- |   |     |    |
|---|-----|----|
| Have you ever been guilty of violating any local, state or federal laws?                          | YES | NO |
| Are you presently being investigated for any crime or any misconduct?                             | YES | NO |
| Have you ever been disciplined or asked to resign from any position?                              | YES | NO |
| Have you ever been discharged from any position because of misconduct?                            | YES | NO |
| Have you ever been investigated for alleged sexual contact with another?                          | YES | NO |
| Have you ever been charged or convicted of any sex-related offense?                               | YES | NO |
| Have you ever been charged or convicted of any drug-related offense?                              | YES | NO |
| Have you ever been investigated, charged or convicted of any of the following offenses or crimes? | YES | NO |

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Aggravated assault of a minor    | 13. Incest                         |
| 2. Arson                            | 14. Kidnapping                     |
| 3. Blackmail in any form            | 15. Misdemeanor                    |
| 4. Burglary or robbery (all levels) | 16. Molestation                    |
| 5. Child abuse or endangerment      | 17. Murder (any degree)            |
| 6. Commercial exploitation          | 18. Physical abuse                 |
| 7. Contributing to the delinquency  | 19. Pornography                    |
| 8. Dangerous conduct with children  | 20. Prostitution                   |
| 9. Distribution or sale of drugs    | 21. Sexual abuse                   |
| 10. D.U.I. or D.W.I.                | 22. Sexual assault                 |
| 11. Felony Offense                  | 23. Sexual conduct with a minor    |
| 12. Fraud, embezzlement, dishonesty | 24. Sexual Exploitation of a minor |

I swear and affirm that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

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