

**MERCY SCHOOL INSTITUTE  
SUBSTITUTE TEACHER APPLICATION  
HUMAN RESOURCE OFFICE 748-5500**

**PERSONAL**

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Degree(s) held \_\_\_\_\_ College/University \_\_\_\_\_ Date \_\_\_\_\_

Held \_\_\_\_\_ College/University \_\_\_\_\_ Date \_\_\_\_\_

Kind of certificate held \_\_\_\_\_

If no degree: \_\_\_\_\_ did not attend college \_\_\_\_\_ attended college(s) listed below:

College(s) attended \_\_\_\_\_ Date \_\_\_\_\_ Credits \_\_\_\_\_

College(s) attended \_\_\_\_\_ Date \_\_\_\_\_ Credits \_\_\_\_\_

High School Attended. \_\_\_\_\_ Date \_\_\_\_\_

**SUBSTITUTE PREFERENCE**

\_\_\_\_\_ **All-Level (PK-12)**

\_\_\_\_\_ **Elementary only (K-5)**

\_\_\_\_\_ **Middle School**

\_\_\_\_\_ **Middle School. (7-8)**

\_\_\_\_\_ **Other**

I understand this position is a temporary day-to-day employment and is not, of itself, assurance of continued employment beyond each call.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE TO APPLICANT:**

All applicants must be approved first by Principal. Substitutes name will be added to list once approved.