



SUBSTITUTE POLICY AND APPLICATION - 2017-18

909 E. Booker Dairy Road, Smithfield, NC 27577
919.626.2300 / 919.938.1079 [fax]
Email applications to ahighfil@neusecharterschool.org

All applicants must complete a substitute application, complete a Level II Volunteer Request, and attend a one day training session given by NCS personnel.

As of August 15, 2013, all newly hired substitutes must be HIGHLY QUALIFIED as defined by No Child Left Behind qualifications. These requirements include meeting at least one of the following. Please check the level of your qualifications.

- A four-year degree from an accredited college/university [must provide a copy of your official transcripts confirming the degree]
- A two-year degree from an accredited college/university [must provide a copy of your official transcripts confirming the degree]
- 48 semester credits from an accredited college/university [must provide a copy of your official transcripts]

Full Name: _____ SS#: _____

Address: _____ Phone: _____

Email: _____ Cell #: _____

Days Available [circle]: M T W Th F

Grades Preferred [circle all that apply]: K-1 2-4 5-8 9-12

Have you ever been employed with NCS? YES NO

Have you ever been employed with another school system? YES NO

If yes, which one? _____

Have you ever received Substitute Teacher Training? YES NO

If yes, where? _____

Please list two references who are not immediate family members:

Name/Relation: _____ Contact Number: _____

Name/Relation: _____ Contact Number: _____

FOR OFFICE USE ONLY:

____ EE Information ____ Payroll Information ____ Transcript ____ EE Form

___ I-9 and verification ___ Volunteer Form/BG ___ Fave Things



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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency or USDA's Target Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992.

Submit your completed form or letter to USDA by:

1. Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
2. Fax: (202)690-7442; or
3. Email: program.intake@usda.gov

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