



ST. MARY'S
CATHOLIC SCHOOL

St. Mary's Catholic School

2200 O'Neil Ave. Cheyenne, WY 82001

Office: 307-638-9268 Fax: 307-635-2847

Job Application – Substitute

Name: _____

Address: _____ State: _____ Zip: _____

Phone: Home: _____ Cell: _____

Email Address: _____

Education

College or University: _____ Location: _____

Dates Attended: From: _____ To: _____

Diploma:

Degree: _____ Date: _____

Major Field: _____ Minor Field: _____

Graduate Work:

College or University: _____ Location: _____

Dates Attended: From: _____ To: _____

Diploma:

Degree: _____ Date: _____

Major Field: _____ Minor Field: _____

Experience

(Please start with most recent employment)

Dates: _____ **to** _____ **School / Company** _____

Address _____ **City:** _____ **State:** _____ **Zip:** _____

Grades Taught / Duties or Subject: _____

Principal / Supervisor's Name: _____ **Phone #** _____

Dates: _____ **to** _____ **School / Company** _____

Address _____ **City:** _____ **State:** _____ **Zip:** _____

Taught / Duties or Subject: _____

Principal / Supervisor's Name: _____ **Phone #** _____

Dates: _____ **to** _____ **School / Company** _____

Address _____ **City:** _____ **State:** _____ **Zip:** _____

Taught / Duties or Subject: _____

Principal / Supervisor's Name: _____ **Phone #** _____

Please rank each of the following according to your experience and training.

1 = little/no exposure or experience

2 = read about it, some understanding, no application

3 = reasonable understanding, initial application in the classroom

4 = extensive application in the classroom

5 = expert, used extensively and trained others, special projects leader

Smart Board Application and Use _____

MS Word _____

MS Publisher _____

MS Excel _____

MS PowerPoint _____

Do you have a current CPR Certification? _____ If yes, date of expiration: _____

Do you have a current First Aid Certification? _____ If yes, date of expiration: _____

Professional Reference

Give Recent Academic or Professional References:

1. Name: _____ Position: _____

Employer: _____ Telephone: _____

2. Name: _____ Position: _____

Employer: _____ Telephone: _____

3. Name: _____ Position: _____

Employer: _____ Telephone: _____

Required Paperwork

Please provide St. Mary's Catholic School with a copy of the following documents:

1. Transcripts and credentials from colleges or universities
2. Current Resume'
3. First Aid & CPR cards (if available and current)

I am available to start: _____

Declaration of Veracity

The facts set forth in this application for employment are true and complete, and I grant permission to investigate them. I understand that any misstatement or omission of fact on this application shall be considered cause for rejection from further consideration or cause for subsequent dismissal if I am hired.

I understand if I am hire to work at St. Mary's Catholic School, I must pass a Completed Background check along with Safe Environment Training.

Signature of Applicant: _____ Date: _____

Office use only:

Completed Background _____

Safe Environment Training Video _____