

UPPER CAMPUS  
2651 North Road  
Phone: (803)534-7970  
Fax: (803)535-2190



Orangeburg Preparatory Schools

LOWER CAMPUS  
168 Prep Street  
Orangeburg, S.C.  
(803)536-3000

Office use only:

# SUBSTITUTE TEACHER APPLICATION

TODAY'S DATE \_\_\_\_\_

## I. GENERAL BACKGROUND

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Telephone (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

Place of Birth \_\_\_\_\_ U.S. Citizen?     Yes     No

Date of Birth \_\_\_\_\_ (Month/Date/Year)

Marital Status \_\_\_\_\_ Spouse's Full Name \_\_\_\_\_

Spouse's Profession \_\_\_\_\_ Spouse's Employer \_\_\_\_\_

Names and Ages of Children \_\_\_\_\_

Email Address (please PRINT clearly) \_\_\_\_\_

Have you ever been convicted of a felony or crime?     Yes     No

Please explain if you checked yes to the above question \_\_\_\_\_

*\*Please note: The applicant is subject to a SLED background check*

## II. EDUCATIONAL BACKGROUND

Did you graduate from high school?     Yes     No

<i>A. High School(s) Attended</i>	<i>Location</i>	<i>Dates</i>

Did you graduate from college?     Yes     No

<i>B. College(s) Attended</i>	<i>Location</i>	<i>Dates</i>	<i>Degree</i>	<i>Major</i> <small>(Other courses emphasized)</small>

### III. EXPERIENCE BACKGROUND

<i>Name(s) of Employer(s)</i>	<i>Year(s) Employed</i>	<i>Reason for Leaving</i>

Please check the place(s) you are willing to substitute:  Upper Campus       Lower Campus  
 Office       Enrichment classes (i.e. library, PE, art, music, etc.)

Are you available everyday?  Yes       No

If no, which days? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Do you have any special requests? \_\_\_\_\_

State any activities in which you are or have been engaged that might reveal your special interests or qualifications:

\_\_\_\_\_

\_\_\_\_\_

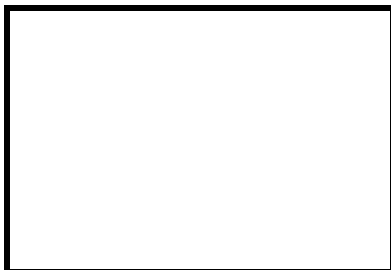
State any physical or psychological limitations or disabilities: \_\_\_\_\_

\_\_\_\_\_

Please include on a separate sheet any other information you think will be helpful.



Please attach a recent photograph here:



**Complete and return this information to:**

**Orangeburg Preparatory Schools, Inc.**  
**Attention: Kelley Mims**  
**2651 North Road NW**  
**Orangeburg, S.C. 29118**

Signature of Applicant

*I understand that false information, omissions of misleading information or misrepresentations given in my application or during the interview process, may result in a refusal to hire or discharge in the event of employment.*

\_\_\_\_\_ Date