

**2015-16**  
**SUBSTITUTE TEACHER**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

AVAILABLE TO WORK ON: MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

WILLING TO WORK: BOTH CAMPUSES \_\_\_\_\_

EAST CAMPUS ONLY \_\_\_\_\_

WEST CAMPUS ONLY \_\_\_\_\_

We occasionally have the need for a substitute secretary. Would you be interested in subbing for a secretary? The pay is \$9.00 an hour for the first 225 hours and \$10.50 after that. Of course we would use you in a teaching position before even considering asking you to sub for a secretary. Do you want to be added to the substitute secretary list?

----- YES                      ----- NO

My signature denotes that I understand there is no guarantee of regular employment and that I will be used on an "as needed" basis.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Check this box if you do NOT WISH TO BE INCLUDED ON THE SUBSTITUTE LIST.

Return this form to:

Human Resources  
Belleville Township High School District 201  
920 North Illinois Street  
Belleville, Illinois 62220-4374

SUBLISTS/SUBLIST