Download, print or electronically fill out and return to
Pinewood Preparatory School
ATTN: Kayla Klinger, kklinger@pinewoodprep.com and
Tamera Hartman, thartman@pinewoodprep.com

Pinewood Preparatory School
1114 Orangeburg Road**Summerville**SC**29483
843-873-1643**843-821-4257(fax)

Substitute Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____
City State ZIP Code

Phone: _____ Email: _____

Social Security No (required).: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If so, when? _____

Grade Level Interest

Grade Levels Interested (check all that apply):

Lower School:

☐ PK2 ☐ Kindergarten ☐ 3rd Grade
☐ PK3 ☐ 1st Grade ☐ 4th Grade
☐ PK4 ☐ 2nd Grade ☐ 5th Grade

Middle School:

☐ 6th Grade ☐ 7th Grade ☐ 8th Grade

High School:

☐ 9th Grade ☐ 10th Grade
☐ 11th Grade ☐ 12th Grade

Availability

Days Available:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Availability Type:

☐ Full Day ☐ Half Day (AM) ☐ Half Day (PM) ☐ As Needed / On-Call

Comments:

_____
_____
_____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

Degree: _____

Area of Study: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? ☐ YES ☐ NO

Degree: _____

Area of Study: _____

Teaching Certificate (if applicable) Currently DSS Certified ☐ YES ☐ NO

☐ YES ☐ NO Willing to Become DSS Certified ☐ YES ☐ NO

References

Please List Three Professional References

Reference #1

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Reference #2

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Reference #3

Full Name: _____ Title / Relationship: _____

Organization: _____

Phone: _____ Email: _____

Previous Employment

Work Experience (Most Recent First)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? ☐ YES ☐ NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I authorize Pinewood Preparatory School and assigns permission to obtain background reports, including but not limited to criminal activity and driver's records, and to contact my references and previous and present employers.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Pinewood Preparatory School is committed to diversity. In its admissions, hiring practices and day-to-day operation, Pinewood Preparatory School does not discriminate on the basis of race, color, creed, national or ethnic origin, age, sex, or handicapping condition.