

**JEFFERSON C-123 SCHOOL**

37614 US HIGHWAY 136  
CONCEPTION JCT., MO 64434

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[www.jeffersonc123.org](http://www.jeffersonc123.org)

Tim Jermain  
*Superintendent*

Tyler Pedersen  
*High School Principal*

Caden Farnan  
*Elementary Principal*

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**SUBSTITUTE TEACHING APPLICATION**

Date: \_\_\_\_\_

**I. Personal Data:**

Name (First): \_\_\_\_\_ (Middle): \_\_\_\_\_ (Last): \_\_\_\_\_

Phone: \_\_\_\_\_ Other Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security or Teacher Certificate Number: \_\_\_\_\_

**II. Professional Information**

College(s) attended and dates: \_\_\_\_\_

Undergraduate Hours: \_\_\_\_\_ Graduate Hours: \_\_\_\_\_ Degree(s) Held: \_\_\_\_\_

Type of Certification: \_\_\_\_\_

**III. Employment History:**

From Mo./Yr.	To Mo./Yr.	Employer Name/Location	Position	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**IV. Preferences and Availability: (check all that apply)**

Primary \_\_\_\_\_ Upper Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Comments: \_\_\_\_\_

**When called in to sub for the first time, please bring valid ID as explained on the List of Acceptable Documents on the back of this sheet. Please call the school if you have any questions.**

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.