

**FOR CURRENT SUBSTITUTE EMPLOYEES ONLY**

**Substitute Employee Application to apply for vacant Classified Position**

**\*\* This form is to be used for current substitutes to register their interest when a classified vacancy is open and posted\*\***

**TO:** ADMINISTRATOR ON POSTING

**FROM:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
Substitute's Name (print)

**ADDRESS** \_\_\_\_\_

**SUBJECT: CLASSIFIED VACANCY**

**I wish to apply for the following classified position posted on:**

Date of Posting \_\_\_\_\_ Vacancy Posted \_\_\_\_\_

Location \_\_\_\_\_ No. of Hours \_\_\_\_\_ Time of shift: \_\_\_\_\_

Please describe why you believe that you would be a good candidate to fill this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When are you available to start? \_\_\_\_\_

\_\_\_\_\_  
Substitute's Signature Date signed \_\_\_\_\_

#####  
**OFFICE USE ONLY**

Employee who held position: \_\_\_\_\_

Reason for vacancy: \_\_\_\_\_

Substitute granted position: \_\_\_\_\_