



FOR CURRENT SUBSTITUTE EMPLOYEES ONLY

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

TO: Administrator indicated on posting

FROM: _____ **PHONE:** _____

ADDRESS: _____

SUBJECT: CLASSIFIED VACANCY

I wish to apply for the 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 _____ Today's date _____

OFFICE USE ONLY



Employee who held position: _____

Reason for vacancy: _____

Substitute granted position: _____