

Dear Applicant,

Thank you for your interest in applying for a position as substitute teacher at OUUMC Discovery Day School and / or First Discoveries.

Our goal is to hire and retain knowledgeable, nurturing and professional teachers, assistants and substitutes. Quality staff members dedicated to providing each and every child in our program with a positive preschool experience are vital to our philosophy and to the success of OUUMC Preschool Programs.

Before completing your application, please read the program information below and contact me if you have any questions.

Sincerely,



Dusti Maroney

Director of OUUMC Preschool Programs

DISCOVERY DAY SCHOOL (DDS) and FIRST DISCOVERIES (FD)

- DDS school year runs mid-August through mid-May. FD runs September through mid-May. DDS / FD closely follow local school districts for holidays. Except for two weeks of DDS summer camp, we have no summer programs.
- Substitute teachers arrive between 8:00 and 8:10 and attend morning announcements and prayer at 8:20 in the preschool lobby. Substitutes may leave between 12:15 and 12:30 if the classroom teacher no longer needs their help.
- FD serves children aged 20 months to 35 months. Potty-training is not a requirement. FD children come two days/week (Monday/Wednesday) and (Tuesday/Thursday) or four days/week (Monday through Thursday).
- DDS serves only children who are potty-trained and verbal. DDS children who are three shortly after September 1 attend school Monday through Thursday. DDS Pre-kindergarten students are three or four years old by September 1 and attend five mornings/week.
- All personnel, including substitutes, are required to provide an Immunization Form 121 showing two MMR vaccinations and complete paperwork provided by the Preschool Office, including FBI Fingerprinting and a background check through the Child Abuse Registry.



OFFICE USE ONLY:

Date received _____

Form Status: ☐ Complete ☐ IncompleteHandbook Signature Form: ☐ Yes ☐ No**OUUMC PRESCHOOL PROGRAMS****APPLICATION TO SUBSTITUTE TEACH**

(Please print in blue or black ink)

NAME: _____

DATE: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____

Why are you applying to substitute teach at FD / DDS?

Please choose the days you are available to work from 8:10 AM-12:30 PM:

☐ MONDAY☐ TUESDAY☐ WEDNESDAY☐ THURSDAY☐ FRIDAY☐ I am available for a last-minute morning call.☐ I need to be called the night before.

We prefer to call a substitute to work in a room which is not their own child's room. Do you have children at DDS/FD?

☐ Yes ☐ No

If so, which class(es)? _____

EDUCATION

Highest Level of Education: _____

Graduation Date: _____

Degree: _____

Education Institution's Name & Location: _____

Have you ever been convicted of, or pled guilty to, a crime, either a misdemeanor or a felony, including but not limited to drug-related charges, child abuse, or any violent crime? ☐ Yes ☐ No

If yes, please explain:

WORK EXPERIENCE

EMPLOYER: _____

(Name of the Organization, Company or School)

EMPLOYER ADDRESS: _____

YOUR POSITION: _____ EMPLOYMENT DATES: _____

JOB DESCRIPTION:

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____

SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

REASON FOR LEAVING:

EMPLOYER: _____

(Name of the Organization, Company or School)

EMPLOYER ADDRESS: _____

YOUR POSITION: _____ EMPLOYMENT DATES: _____

JOB DESCRIPTION:

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____

SUPERVISOR PHONE: _____ SUPERVISOR EMAIL: _____

REASON FOR LEAVING:

VOLUNTEER EXPERIENCE

Have you read the current school year's **OUUMC Preschool Programs Handbook for Substitute Teachers** and returned the signature form on the last page of the handbook? ☐ Yes ☐ No

Have you attached a copy of your COVID-19 vaccine card showing you are fully vaccinated? ☐ Yes ☐ No

I confirm that the information I have provided is true, complete and accurate.

SIGNATURE: _____

DATE: _____