



CANYONS SCHOOL DISTRICT
SUBSTITUTE APPLICATION FOR CONTINUED EMPLOYMENT

LETTER OF INTENT TO RETURN

Please note Your Letter of Intent to Return must be filed every year in order to remain on the active substitute list for Canyons School District. Please complete the information below in entirety for Aesop verification.

Please return this form, whether you wish to remain as a substitute or not. If the sub office does not receive this letter by **SEPTEMBER 30, 2020**, you will be considered inactive and will be removed from the substitute pool.

SUBSTITUTES WITH NO ACTIVITY FOR A PERIOD OF 3 MONTHS WILL BE REMOVED FROM THE CALLING LIST

Name: _____ Telephone _____

Address: _____ City _____ Zip _____

Do you have a current teaching license?

It is your responsibility to inform the sub office of any educational changes which may change your rate of pay . Copies of transcripts, degree or teaching license will be required for verification.

_____ YES, I wish to continue as a substitute Teacher in Canyons School District for the **2020-21** school year.
Initials

_____ Substitutes with **NO ACTIVITY** for a period of 2 months **WILL** be removed from the system.
Initials

If you move, please remember to contact Human Resources and provide us with a new address .

1. Have you ever:

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|-----------------------------------------------------------------------------------------|-----|----|
| a. been convicted of a violation of law other than a minor traffic violation? | Yes | No |
| b. plead guilty or no contest in a criminal proceeding? | Yes | No |
| c. been placed on probation in conjunction with a criminal charge or conviction? | Yes | No |
| d. been released or denied a return contract? | Yes | No |
| e. had disciplinary action against your license or had it revoked or suspended ? | Yes | No |

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|----------------------------------------------------------------------------------------------------------------------|-----|----|
| f. Are you currently under court supervision for a plea in abeyance or diversion agreement in a criminal proceeding? | Yes | No |
| 2. Are any criminal charges or proceedings pending against you? | Yes | No |

If you have answered yes (to any items in 1 or 2), you must provide a letter of explanation and verification of expungement.

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3. Have you previously retired from the Utah State Retirement System? | Yes | No |
| 4. Do you have the legal right to work in the United States?
(Proof of citizenship or immigration status must be submitted when hired.
If you do not have a current INS Authorization, employment will not be offered.) | Yes | No |

AGREEMENT

I certify that the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents will disqualify my application as a Substitute Teacher and provide sufficient grounds for my dismissal.

I hereby authorize Canyons School District to conduct an investigation of my background, including a criminal background check, and authorize release of information in connection with this intent to return by former employers, teachers, and supervisors. I further agree to indemnify and hold harmless these former employers, teachers, and supervisors from any action initiated in conjunction with their release of this information.

I also understand that at the request of a school's principal, a substitute may be excluded (not retained) for any reason, or for no reason, from a single teacher's classroom or the entire school. If several exclusions occur for a substitute teacher, the Human Resource Administrator for Substitutes will contact the substitute teacher and discuss areas for improvement and future retention.

A substitute teacher is retained only as an independent contractor on a day-to-day basis. There is no expectation of being called or utilized as a substitute teacher. The fact that a substitute teacher has been retained on one occasion does not entail any expectation of further retention. A substitute teacher's file and evaluations are confidential, the property of Canyons School District, and may not be reviewed by the substitute teacher.

Signature of Applicant

Date

CANYONS SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical conditions or handicap. Inquiries regarding Canyons School District's hiring practices may be addressed to: Human Resource Compliance Officer, Canyons School District, 9361 South 300 East, Sandy, Utah 84070-2998. Telephone (801) 826-5427.

PLEASE NOTE:

The Critical Policy form will be available July 15. This form will be available on the Human Resource page under Critical Policies-Substitutes at www.canyonsdistrict.org. This form must be completed to finalize your return. Your account will not be activated until the critical policy form is received.