



2023-24

**SUBSTITUTE APPLICATION FOR CONTINUED EMPLOYMENT  
2023-24 LETTER OF INTENT TO RETURN**

**\*Please note:** This Letter of Intent to Return, along with the current Critical Policies form, must be filed every year to remain an active substitute for Canyons School District. Return both forms by **SEPTEMBER 29, 2023**. If you are not returning, call the Substitute Office @ 801-826-5427. Complete the information below for Frontline activation.

**SUBSTITUTES WITH NO ACTIVITY FOR A PERIOD OF 3 MONTHS WILL BE INACTIVATED IN FRONTLINE**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have a current or expired Professional Teaching license? YES \_\_\_\_\_ NO \_\_\_\_\_

Licensed or Regular Substitutes: Are you interested in being a Long Term Substitute? YES \_\_\_\_\_ NO \_\_\_\_\_

**\*You are responsible to provide verification for any educational changes, which may increase your pay rate. Copies of the STEDI Diploma to be a Regular Substitute or a Professional Teaching License to be a Licensed Substitute is required.**

\_\_\_\_\_ YES, I wish to continue as a Substitute Teacher in Canyons School District for the **2023-24 School year**.  
Initials

\_\_\_\_\_ Substitutes with NO ACTIVITY for a period of **3 months** WILL be removed from the system  
Initials

\_\_\_\_\_ I acknowledge that long term pay is given only if subbing for a licensed teacher (not para-educators or boosters)  
Initials

\_\_\_\_\_ I understand if my address changes, I am to contact Human Resources to provide the new address  
Initials

\_\_\_\_\_ I understand that Substitutes are paid either half-day (0-4 hours) or full day (over 4 hours), regardless of prep period or not, without additional pay, and agree to follow the direction of the school where I have chosen to sub for the day.  
Initials

**Answer questions below with an X**

**YES NO**

Canyons School District does not sponsor Visas for substitutes. Are you authorized to work in the U.S.A.?		
Have you previously retired from the Utah State Retirement System?		

*Have you ever been convicted of a crime or offense?		
*Have you ever been discharged or resigned in lieu of termination from a former position?		
*Have you ever been refused tenure, non-renewed, suspended, or terminated?		
*Have you ever had any action, sanction, or discipline taken against your teaching license or are you currently under investigation?		

**\*If you have answered yes to any items above, you must provide a letter of explanation or verification of expungement.**

YES NO

Pursuant to Utah State Law 53G-11-410 and 34-42-1, by selecting "Yes" on this question I authorize Canyons School District to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.			
_____ Initials	I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law.		
_____ Initials	I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Canyons School District.		

### AGREEMENT

I hereby affirm that all information I have provided on this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification or omission will be sufficient cause for denial of employment or discharge.

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 age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status. Inquiries regarding Canyons School District's hiring practices may be addressed to: Director of Human Resources, Canyons School District, 9361 South 300 East, Sandy, UT 84070.*

**PLEASE NOTE:** This form, along with the current Critical Policy form are both required to finalize your return and activate your Frontline account. The Critical Policy form will be available by July 5. Both forms will be available on the Substitute page at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)