

## **PIMA COUNTY JOINT TECHNICAL EDUCATION DISTRICT**

2855 W. MASTER PIECES DRIVE, TUCSON, AZ 85741

520-352-JTED (5833) FAX: 520-352-3842

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### **Employment Information**

#### ***Guest Teacher/Substitute***

In order to substitute teach in Pima County Joint Technical Education District, we require that applicants abide by the following requirements:

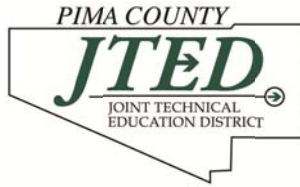
- Be certified to substitute teach in Arizona (either a regular teaching certificate or a substitute certificate).
- Applicant's certificate must be registered in Pima County, Office of the Superintendent of Schools at 130 West Congress.
- A Substitute certificate can be obtained if you have a college degree in any area and approval by the certificate office. Complete the substitute teacher application and attach a copy of the appropriate certification.
- Fill out a Substitute Application  
(Application must be completed in its entirety - An incomplete application will not be considered).  
Submit the completed application along with the following items:
  - \*Your Arizona Teaching Certificate or Substitute Certificate
  - \*Fingerprint clearance Card
  - \*Immunization Verification (MMR)
  - TB Skin test (within last six months)
  - \*Three Reference Letters
  - \*Identification: Driver License AND Social Security Card
- Submit the documentation to:

Pima County JTED  
Substitute Teacher Application  
2855 W. Master Pieces Drive  
Tucson, AZ 85741

You will be notified and scheduled to attend a mandatory orientation.

***For additional information about becoming a Pima County JTED substitute teacher,  
please contact Martha Martinez at 352-5833***

Pima County JTED is an Equal Opportunity Employer



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 Phone (520) 352-JTED (5833) • Fax (520) 352 5842

**GUEST TEACHER APPLICATION 2011-2012**

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

Social Security number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

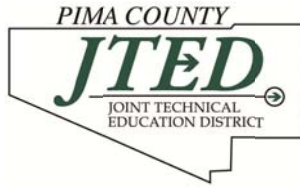
Valid Arizona Certificate?    Yes \_\_\_\_\_    If yes, what type(s)? \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_

Have you ever been convicted of a crime or had a drivers license revoked?  
 \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If not, explain. Use a separate page if necessary.  
 \_\_\_\_\_

**EDUCATIONAL AND PROFESSIONAL BACKGROUND**

Name of HS and Colleges Attended	Location City and State	Dates Attended From/To	Graduation Date	Degree and/or Semester Hours	Major Field



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### TEACHING OR PROFESSIONAL EXPERIENCES

Name of Schools and District	Location	Assignment	Dates From/To	Extra Curricular Activities

### OTHER RECENT EMPLOYMENT

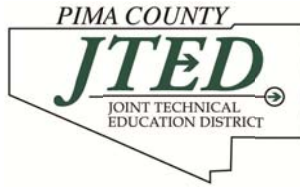
Name of School and District	Location	Position Held	Dates From/To

**APPLICANT AGREEMENT:**

I certify that all information on this application is true and complete. I understand and agree to comply with the teacher certification requirements of the State of Arizona, "including the signing of a Loyalty Oath as may be required by provisions of Arizona Statutes," and of the Pima County JTED School Board of Pima County, Arizona. If employed, I further agree to take any future health examinations that the Pima County JTED School District may deem necessary. I understand that obtaining employment through false or incomplete statements may be grounds for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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### GUEST TEACHER REFERENCES

NAME: \_\_\_\_\_

Please list the names of two references, preferably a supervisor or individual who knows your work performance.

1. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(i.e. former supervisor, etc.)

2. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(i.e. former supervisor, etc.)