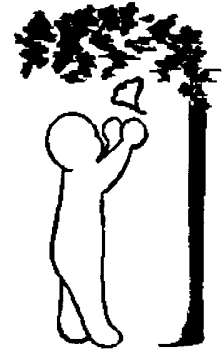


First Presbyterian Church Preschool Program

16 Leon Sullivan Way Charleston, WV 25301
(304) 343-8961 ext. 128 FAX (304) 343-8970



To: Applicants for Substitute Teacher
From: Ginna Taylor, Director

I am in the process of compiling and updating our substitute teacher roster for the school year. Would you please complete this form and return it to the Preschool Office at your earliest convenience? The substitute salary rate is \$40/day. If you have any questions, please call me at the office (ext. 128.)

1. _____ I am available to teach on (circle days available:) Mon. Tues. Wed. Thurs. Fri.

2. _____ Indicate in which program(s) you are interested:

_____ Weekday School (3 & 4 yr. olds: 8:30 AM to 12:30 PM)

_____ Toddler Program (1 & 2 yr. olds: 8:45 AM to 12:45 PM)

_____ Early Drop-off (7:55 AM to 9:15 AM) Salary is \$10.

_____ After School Care (12:00 PM - 2 PM) Salary is \$10/hr.

3. What is the earliest in the morning I can call you? _____ AM

What is the latest in the evening I can call you? _____ PM

Comments: Required along with completing this application for employment, First Presbyterian Church Preschool will conduct background checks for all applicants that will entail fingerprinting at MorphoTrust in the Riverwalk Plaza, South Charleston. First Presby will pay all fees associated with fingerprinting. This is to ensure the safety of our students.

Name: _____ Phone: _____

Address: _____ Zip: _____