

Gaston County Schools Substitute Teacher Letter of Intent

2011-2012 School Year

Name _____ Social Security # _____
(Please Print)

Please indicate below your intentions concerning employment with the Gaston County Schools for the **2011-2012** school year. This information will be used to update our substitute records.

_____ I wish to continue as a substitute teacher in Gaston County Schools for the **2011-2012** school year. I understand that if there are no jobs open at my preferred locations I will consider working where needed.

_____ I do not plan to continue as a substitute teacher in Gaston County Schools for the **2011-2012** school year.

Signature _____ Date _____

If you plan to return, please complete the following information:

_____ **Please indicate if your home address and/or phone number have changed.**

New home address or phone number:

_____ (____) _____

Please provide email address: _____

Education: (Please check one, if your level has changed)

_____ No Degree _____ Two-Year Degree
_____ Four-Year Degree _____ Certified Teacher

** In accordance with NC General Statute section 96-8(10) e, substitute teachers are not eligible for unemployment during the summer months.

** In accordance with NC General Statute section 96-8(10) e, no substitute teacher shall be considered unemployed for days or weeks when not called to work unless the individual is or was a permanent school employee regularly employed as a full-time substitute teacher during the period of time for which the individual is requesting benefits.

** If you become inactive for more than six months (summer months excluded) you will be removed from the automated system and you will need to contact the Human Resource Department in order to again become eligible to substitute in Gaston County Schools.

** Have you ever been convicted of a crime (excluding a minor traffic violation)? If yes, you must submit court documents that indicate judgment and disposition of the case from the court of conviction and your written explanation of the incident(s).

I certify that the information provided above is correct and true. I understand that the falsification of any statement or document could result in the revocation of substitute privileges.

Please Note: Failure to return this form will result in your removal from the GCS substitute list. Please return by August 31, 2011 to:

Aesop Administrator/Human Resource Department
Gaston County Schools
1351 Bradford Heights Rd.
Gastonia, NC 28054

****Beginning with the 2008-2009 school year, this Letter of Intent will be completed and submitted electronically on the GCS website.**

SUBSTITUTE STATEMENT

During this past school year, were you convicted of a crime (excluding minor traffic violations)? Yes No

If yes, you must submit court documents that indicate judgment and disposition of the case. In addition, you must submit a written explanation of the conviction.