

Substitute Teacher Recruitment Form

Dear Parents:

We are always looking for substitute teachers to add to our list. You do not have to be a qualified teacher, but it is helpful to have had some general classes in child development or early childhood classes. We are looking for individuals who love children, have a nurturing personality and excellent English language verbal skills. We ask those interested in becoming a substitute teacher at Geneva Day School to attend a short training session at the School. Please see the dates and times listed below.

Please fill out and return the bottom portion to the School Office.

I would like to be considered for substitute teaching at Geneva Day School for the upcoming school year and will be available for substitute teacher training to be conducted at the date and time indicated below. *(Pick the hour that works best for you!)*

1. Please indicate all of the following days and sessions when you are available to substitute:

Monday	a.m.	or	p.m.
Tuesday	a.m.	or	p.m.
Wednesday	a.m.	or	p.m.
Thursday	a.m.	or	p.m.
Friday	a.m.	or	p.m.

2. Please select ONE of the following training dates and times that work best for you.

- Tuesday, September 26, 2017 at 9:15 a.m.
- Tuesday, September 26, 2017 at 12:30 p.m.
- Wednesday, September 27, 2017 at 9:15 a.m.
- Wednesday, September 26, 2017 at 12:30 p.m.

Parent's Printed Name and Phone Number

Geneva Day School Constant Contact Group

Keep up to date with all the happenings at Geneva Day School and help us reduce paper! Sign up for our e-newsletter group today!

PLEASE PRINT VERY CLEARLY and turn this form into the Office. If you do not start receiving emails within a week of school starting, please contact us again. *Please print clearly so we can we read your email address.*

Email Address #1 _____

Email Address #2 _____

Telephone number (in case we need clarification) _____