PENN-TRAFFORD SCHOOL DISTRICT

Administration Building
1006 Harrison City-Export Road
Harrison City, PA 15636

SUBSTITUTE SUPPORT PERSONNEL INFORMATION FORM

ALL SUBSTITUTE SUPPORT PERSONNEL ARE REQUIRED TO COMPLETE THIS FORM

Persons interested in serving as substitutes in the Penn-Trafford School District are kindly asked to complete the form below and return to the Human Resources Office at the Administration Building. Please answer all questions.

The Penn-Trafford School District complies with Title IX, Section 504.

_____ _____
(Last Name) (First) (Middle) Phone Number

_____ _____
Address Social Security No.

_____
Address

Check Areas of Interest:

Custodian _____ Clerical _____ Lunchroom Aide _____ Library Aide _____ Paraprofessional/PCA _____

1. Are you available for full-time work? Yes _____ No _____
2. Are you available for part-time work only? Yes _____ No _____

   If yes, please indicate days available: _____
3. Are you available during the entire school year (August - June)? Yes _____ No _____

   If no, please indicate months you are **NOT** available: _____
4. Please circle the schools where you are willing and available to work.

   Harrison Park Level Green McCullough Sunrise Estates

   Penn Middle Trafford Middle Penn-Trafford High School
5. CUSTODIAL SUBSTITUTES ONLY - Are you willing and available to work all shifts? Yes _____ No _____

   If no, please indicate shifts you are **NOT** available: (7:00am - 3:00 pm) (3:00 pm - 11:00 pm) (11:00 pm - 7:00 am)

Substitutes must be available between 6:30 am and 8:00 am to receive calls.
Custodial substitutes must be available on an "on call" basis.

"Effective, efficient, quality education"