



Human Resources
304 New York Avenue
Oak Ridge, TN 37831
(865) 425-9008
(865) 425-9023 Fax

SUBSTITUTE DATA FORM SCHOOL YEAR 2022-2023

If you plan to substitute next year, please complete this form and return in person or by mail: Human Resources Office, 304 New York Ave, Oak Ridge, TN 37830. **We cannot put you on the substitute list unless you return this form by June 15, 2022. EFFECTIVE JULY 1, 2022, YOU WILL BE REQUIRED TO WORK TEN FULL DAYS BY DECEMBER 31, 2022 TO STAY ACTIVE ON THE SUBLIST.**

NAME _____ DATE _____

SSN _____

ADDRESS _____
NO. STREET CITY STATE ZIP

TELEPHONE NO _____

EMAIL ADDRESS: _____

4-YEAR DEGREE? ☐ Yes ☐ No (If yes, please answer below):

TYPE DEGREE (BA, MS etc.): _____ SUBJECT _____

DO YOU HAVE A TN TEACHING LICENSE? ☐ YES ☐ NO If yes, please answer below:

TYPE (i.e. Prof, Alt, etc.): _____ EXPIRATION DATE: _____

LICENSE # _____ ENDORSEMENT(S) _____

ARE YOU A TCRS RETIREE? ☐ YES ☐ NO

HAVE YOU PREVIOUSLY SUBSTITUTED IN THE OAK RIDGE SCHOOLS?

☐ YES ☐ NO IF YES, HOW MANY YEARS? _____

IN WHAT SCHOOL, GRADES, SUBJECTS AND OTHER AREAS DO YOU PREFER TO SUBSTITUTE?

CLERICAL? ☐ YES ☐ NO

TEACHER'S AIDE ☐ YES ☐ NO

ARE THERE ANY DAYS YOU ARE NOT AVAILABLE? _____ **IF SO, WHEN?**

SIGNATURE _____ **DATE** _____

THANKS FOR YOUR INTEREST IN OAK RIDGE SCHOOLS.