

# Dougherty County School System

## Human Resources Office

200 Pine Avenue

Albany, Georgia 31702

(229) 431-1261 / Fax: (229) 431-1263

### Long-term Substitute Information Form

#### Personal Information

<b>Employee Name:</b> <i>(Last)</i> <i>(First)</i> <i>(Middle)</i>	<b>Employee ID Number:</b>
<b>SSN:</b>	<b>Home Phone Number:</b>
<b>Address:</b>	<b>City, State, Zip Code:</b>

#### Education

<b>Years of college experience:</b>	<b>Degree:</b>	
<b>Years of technical experience:</b>	<b>Diploma:</b>	
<b>Student Teaching Experience:</b>  yes            no	<b>Certified:</b>  yes            no	<b>Certificate Type:</b>

#### Schedule

<b>Hire Date:</b> <i>(system-wide substitute)</i>	<b>Effective Date:</b> <i>(long-term substitute)</i>	<b>End Date:</b> <i>(long-term substitute)</i>
<b>School Location:</b>	<b>Subject/Grade:</b>	
<b>Replacement Person:</b>	<b>Type of Leave:</b>	

#### Signatures

<b>15 days</b>	<b>Personnel Clerk:</b>	<b>Date:</b>
	<b>Human Resources Director:</b>	<b>Date:</b>
<b>20 days or more</b>		