

**Catholic Schools Office – Diocese of Evansville**  
**P O Box 4169 – Evansville IN 47724 – (812) 424-5536**

Substitute Teacher Application Instructions

The Catholic Schools Office maintains a master file of applicants available to the schools, and principals receive an updated listing monthly. Substitute teachers are called on an as-needed basis by the individual schools. Pay varies at each location, and I-9 and W-4 forms will need to be completed at each employing school.

In order to be considered for substitute teaching, an applicant will need a valid Indiana Substitute Teacher's Permit, or an Indiana Teacher's License. Those applying for a substitute teacher's permit will need to have two years of college/48 hours, OR comparable work experience (military, public service, personnel, administrative, civic/community leadership, etc.).

The Catholic Schools Office requires all substitute teacher applicants to undergo a criminal background check. Any misrepresentation or omission of facts in this application process will subject the applicant to disqualification or termination from employment. Any criminal history findings will be handled on an individual basis.

**Applicants will be considered only after completed application materials are sent to the Catholic Schools Office and processed. This includes the following:**

For applicants without an Indiana Teacher's License or Substitute Teacher's Permit

- A substitute teacher application
- An Updated Resume
- An application for the Indiana Substitute Teacher's Permit
- An original college transcript; or proof of comparable work experience
- A \$15 money order, payable to the State of Indiana (for a Substitute Teacher's Permit)
- A copy of a current Expanded Criminal History Check
- An Authorization for sex offenders registry check Form
- A Policy on Background Checks Form
- The signature panel from the Best Practices for Adults Who Work with Youth brochure.

For applicants with an Indiana Teacher's License OR Substitute Teacher's Permit

- A substitute teacher application
- A copy of an Indiana Teacher's License, or Substitute Teacher's Permit
- An original college transcript; or proof of comparable work experience
- A hard copy of an Expanded Criminal History Check
- An Authorization for sex offenders registry check Form
- A Policy on Background Checks Form
- The signature panel from the Best Practices for Adults Who Work with Youth brochure.

Applicants who receive an Indiana Substitute Teacher's Permit through this office will receive the original certificate for their own file. The Catholic Schools Office will keep a copy of the permit in the applicant's file. Please let us know if you wish to have your name removed from the list, changes in your availability, or if you accept another position in the Diocese of Evansville or other school system. We also request that you keep us informed of any address or telephone changes.

Prior to the beginning of each school year, you will receive a letter asking if you wish to remain on the substitute list for the upcoming year. Applicants will not be placed on the list automatically. Thank you for your interest in working in the Catholic schools in the Diocese of Evansville. We are proud of our schools and appreciate your time and effort in completing these forms.