

**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. 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 State of Indiana requires all substitute teacher applicants to undergo an expanded criminal history 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; Go to <https://license.doe.in.gov/>
  1. Create Profile
  2. Log in – Substitute Teacher Permit
  3. Application Action – Choose Original or Renewal
  4. Application Type – Choose Educational Permit
  5. Permit Type – Choose Substitute Teacher Permit
  6. Subject and/or Endorsement Area – Choose Substitute Teacher Permit
  7. Employer Name – Choose Diocese of Evansville
  8. Continue on with the application process and pay the fee at the end.
- An original college transcript; or proof of comparable work experience
- A copy of a current Expanded Criminal History Check (Instructions on the Policy on Background Checks form)
- An Authorization for sex offenders 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 copy of a current Expanded Criminal History Check (Instructions on the Policy on Background Checks form)
- An Authorization for sex offenders 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.

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