



Bensenville Elementary School District 2

210 S. Church Road
Bensenville, IL 60106
Phone: 630-766-5940
www.bsd2.org

Preparing Students for a World of Opportunity

Substitute Teaching Application

Name: _____ Social Security # _____

Address: _____
Street City State Zip

Phone: _____ Certificate # _____

Date registered in DuPage Regional Office of Education (Wheaton) _____
(Certificate MUST be registered in DuPage County)

Please check days available to sub All Monday Tuesday Wednesday Thursday Friday

Will you work at any attendance center? Yes No

If NO, Please indicate which school you will work?

Blackhawk Middle School - Grades 6-8

Mohawk School – grades K-5

Chippewa School - grades 3-5

Tioga School – grades K-2

Johnson School - grades K-5

Are you retired and receiving a pension annuity from TRS or the Chicago Public School System? Yes No

Signature: _____ Date _____

For placement on the substitute list, please include the following items with your application:

1. Copy of Certificate (front and back) registered in DuPage County
2. Copy of current college transcripts showing degree completion
3. Recent TB Test results (within 3 months of date of application)
4. Recent Physical results (within 3 months of date of application)
5. Acknowledgement of Mandated Reporter status
6. Copy of Social Security Card
7. Copy of Driver's License (all information legible)
8. Return W4's and copy of I-9 Form with section 1 completed
9. TRS Membership information Record – (Mandatory)
10. Results of Fingerprint Based Criminal History Check completed for 2007-2008 school year
11. Social Security Windfall Provision Statement

Please return to: Bensenville School District 2
210 S. Church Road
Bensenville, IL 60106
Attention: Deb Geils

Daily Rates:
First 10 days \$100.00 per day
11th day forward \$115.00 per day
(Number of days are based upon the prior years accumulation)