



Dear Applicant:

Thank you for your interest in becoming a substitute teacher at St. Gertrude School (SGS). In order to substitute at our school all of the below items must be completed.

Safe Environment & Licensure

Every substitute teacher must be compliant and active with the Safe Environment (SafeParish™) requirements as determined by the Archdiocese of Cincinnati. This includes fingerprinting and background checks. Additionally, a valid license issued by the Ohio Department of Education & Workforce is also required.

Click below to access resources and information on SafeParish™ and substitute license directions.

[Substitute Teacher Resources](#)

Substitute Form

Please complete the below form and return it to the school office. Completed forms may also be emailed to tjohnson@stgertrudesch.org. For question, please email or call me at 513-561-8020 x. 1103.

God bless,

Travis Johnson, Asst. Principal

St. Gertrude School Substitute Form

Date: _____

Information:*

Name: _____

Phone: _____

Home Address: _____ Zip: _____

Email: _____ Catholic: ____ (yes or no)

Do you have a valid Ohio Teaching License? yes no

Do you have a valid Ohio Substitute License? yes no

Do you have a valid Teaching License from another state? yes no

If yes, which state? _____

Emergency Contact: _____ Phone: _____

Preferences for Substitute Teaching:

I can substitute

- Any weekday
- Only on the following day/s: _____
- Other: _____

Other preference or information you would like to share:

*Please attach your resume along with 3 references (at least 1 professional reference required).