Dear Applicant,

Thank you for your interest in being placed on our substitute teacher list. This list is distributed to all PCPO member schools to be used as a reference only. PCPO does not recommend any particular substitute, but rather gathers substitute information in one place for the convenience of our schools.

To be included on the substitute list, please complete the information sheet and include your resume, a recommendation from a teacher or member of a PCPO school, a copy of your current CPR card, and criminal background check. Return this information to [pcpo@pcpo.info](mailto:pcpo@pcpo.info) or

PCPO-Substitute List

P.O. Box 230327

Tigard, Oregon 97281-0327

Once your packet is received you will be contacted by PCPO to confirm your placement on our substitute list. All employment is the responsibility of individual schools.

Thank you for you interest. You are filling an important need in our community.

Cooperatively,

Julie Miller

[julieinmotion@yahoo.com](mailto:julieinmotion@yahoo.com)

503-715-7409

PCPO Substitute Teacher Information Sheet

Name:

email:

Phone: Address:

**How do you wish to be contacted by member schools when an opportunity is available?** (Please check all that apply by indicating First, Second, and Third choice with 1,2, or 3)

\_\_\_\_Text

\_\_\_\_Phone Call

\_\_\_\_e-mail

**What is your availability?** (Please circle all times/day you are available)

Monday Tuesday Wednesday Thursday Friday

AM AM AM AM AM

PM PM PM PM PM

**Which area do you prefer?** (Please circle all areas you are willing to travel to)

SE Portland N/NE Portland Westside Portland

Beaverton/Hillsboro Tigard/Tualatin Clackamas County

Seattle/Tacoma Yakima, Wa

Please return this form to [pcpo@pcpo.info](mailto:pcpo@pcpo.info) or

PCPO-Substitute List

P.O. Box 885

Beaverton, Oregon 97075