



ASSUMPTION
CATHOLIC SCHOOLS

445 Chestnut Street, Wisconsin Rapids, WI 54494

Phone: 715-422-0917 Fax: 715-422-0935

Office Aide Substitute Application

Last Name _____ First Name _____ M.I. _____

Address _____ Phone _____

City/State/Zip _____ Cell _____

Email _____

Office Aide substitute pay is \$10.00 per hour. Substitutes are paid on the 15th and last day of the month for the previous pay period.

Office Aides will be responsible for answering office phones, door security, student needs, and teacher requests. Applicants must have basic computer knowledge and a friendly demeanor.

Hiring is complete when the applicant has completed and cleared the Diocese of La Crosse Comprehensive Background Check and completed all necessary paperwork.

I am willing to substitute in the following schools:

___ Assumption High School (9-12) ___ Assumption Middle School (6-8)

___ St. Vincent de Paul (3-5) ___ Our Lady Queen of Heaven (K-2)

Return completed application to:

Assumption Catholic Schools Finance Office

445 Chestnut Street, Wisconsin Rapids, WI 54494

Or Email

TBushman@assumptioncatholicschools.org

Attention: Tricia Bushman Re: Substitute Application