



St. Tammany Federation of Teachers & School Employees

Brant Osborn, President

19295 N. 3rd Street, Suite 8 Covington, LA 70433
(985) 888-1750 <http://la.aft.org/tammany> union@stfed.org

APPLICATION #2

Dear Member,

Please fill out this form and **mail it** to our office at **19295 N. 3rd St. Suite 8 Covington, LA 70433** once you have confirmed that the substitute has been hired and has successfully completed at least 10 jobs during the first 45 days of being hired. (Keep in mind, **applications must be mailed in to be accepted.**) *This application must be accompanied with documentation of the date that the substitute was hired and dates that he/she worked. It shall also be turned in after application #1 has been submitted.*

Name of Member and Future Substitute:

Federation Member Name: _____

Federation Member's Address (The location to send the check.)

Recruited Substitute Name: _____

Substitute Hire and Job Information:

What is the official date of hire? _____

What dates did the substitute work? (Must be at least 10 jobs within 45 days of being hired.)

Signing below indicates that I am a Federation member and that I understand that I will not get incentive pay until/unless paperwork is submitted proving that the recruited substitute was in fact hired (including proof of hire date) and successfully completed at least 10 jobs during the first 45 days of employment. This documentation can be screenshots or reports printed from AESOP.

Signature

Date