

As of January 1, 2008, anyone applying for a job at a school district must be fingerprinted before the district can hire them. It is the responsibility of the applicant to set up an appointment to be fingerprinted. The cost is also their responsibility. You must provide the district with a copy of your drivers' license and social security card. For non-certified individuals an email must be provided because when the school sends in your information you will get an email from MorphoTrust with instructions on how to schedule an appointment, if no email is provided the school will use their email to get your instructions on getting fingerprinted. Certified individuals will need to go to the ECOS website for their fingerprinting information. Below you will find the closest places to have your fingerprinting done.

EASTERN REGION

Longview	Longview, TX. (414 East Loop 281, Suite 15)	M - F	9:00-11:30 & 1:00-2:30
Tyler	Tyler, TX. (1324 S Beckham Ave. Building 1 Ste.109)]	M - F	8:00-12:00 & 1:00-5:00

APPLICATION FOR SUBSTITUTE TEACHER

Certification	<p>Certificates or Licenses Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>			
Teaching Experience	List teaching experience beginning with most recent years. Attach additional sheets if necessary.			
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
	Reason for leaving		Reason for leaving	
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
	Reason for leaving		Reason for leaving	

APPLICATION FOR SUBSTITUTE TEACHER

Other Work Experience	Provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.				
	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
Reason for leaving		Reason for leaving			
References	List references the district can contact regarding your work history.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number

APPLICATION FOR SUBSTITUTE TEACHER

General Information	<p>Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>(A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)</p>
Verification	<p>I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.</p> <p>I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history record information of substitute teachers.</p> <p>I understand that I am required to report any outside employment with a TRS-covered employer to the district and provide a monthly record of hours worked so the district can determine if it will be subject to the monthly surcharge.</p> <div style="text-align: right; margin-top: 20px;"> <div style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; width: 100%;"> Signature Date </div> </div> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</p>

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is Joshua Johnson, Superintendent, 903-834-6675-ext.550.

Texas Education Agency
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

Part 1. Ethnicity: Is the person Hispanic/Latino? (Choose only one)

- ☐ **Hispanic/Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ **Not Hispanic/Latino**

Part 2. Race: What is the person's race? (Choose one or more)

- ☐ **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America).
- ☐ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **Black or African American** - A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Student/Staff Name (please print)

(Parent/Guardian)/(Staff) Signature

Student/Staff Identification Number

Date

**DPS Computerized Criminal History (CCH) Verification
Leverett's Chapel Independent School District**

I, _____, have been notified that a Computerized
APPLICANT or EMPLOYEE NAME (Please Print)
Criminal History (CCH) verification check will be performed by accessing the Texas Department of Public
Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches
represent true identification to criminal history, the organization conducting the criminal history check for
background screening is not allowed to discuss any criminal history record information obtained using the
name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to
clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for
analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification
System). I have been made aware that in order to complete this process I must make an appointment with
MorphoTrust Services, submit a full and complete set of my fingerprints, request a copy be sent to the
agency listed below, and pay a fee of \$47.45 to the fingerprinting services company, MorphoTrust Services.

Once this process is completed and the agency receives the data from DPS, the information on my
fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Leverett's Chapel ISD
Agency Name (Please Print)

Agency Representative Name (Please Print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

Yes ___ No ___ initial

Purpose of CCH: _____

Hire ___ Not Hired ___ initial

Date Printed: _____ initial

Destroyed Date: _____ initial

Retain in your files

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential*

The Leverett's Chapel Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

Please Print.

Name _____
Last First Middle

Social Security number _____ Date of Birth _____

Sex: ☐ Male ☐ Female

Ethnicity: ☐ Black ☐ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.

Signature

Date

LEVERETT'S CHAPEL INDEPENDENT SCHOOL DISTRICT

PO BOX 669

LAIRD HILL, TX. 75666

PHONE: 903-834-6675

FAX: 903-834-6602

Elem. Principal
Nikki Saxton

JH&HS Principal
Matt Everett

Superintendent
Joshua Johnson

LETTER OF REASONABLE ASSURANCE

Date: _____

Dear: _____

This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of Leverett's Chapel ISD are appreciated, and we hope that you will be able to continue your association with the district.

Sincerely,

District representative

.....
Please complete the following information and return the original to _____

by _____. **Failure to sign and return this letter by this date will be treated as a**

voluntary resignation. I would like to renew my status as a (regular/substitute) employee.

Name (Print)

Employee Number

Address

City, State

ZIP Code

E-mail

Telephone

Signature

Date

LEVERETT'S CHAPEL INDEPENDENT SCHOOL DISTRICT

PO BOX 669

LAIRD HILL, TX. 75666

PHONE: 903-834-6675

FAX: 903-834-6602

Elem. Principal
Nikki Saxton

JH&HS Principal
Matt Everett

Superintendent
Joshua Johnson

CARTA DE GARANTÍA RAZONABLE DE

Date: _____

Dear: _____

Esta carta proporciona aviso de razonable garantía de empleo continuo con el distrito de cuando cada curso escolar se reanuda después de un receso escolar programada. En virtud de este aviso, por favor, comprenda que no puede ser elegible para beneficios del seguro de desempleo dibujado sobre los salarios del distrito escolar durante la cualquier escuela regulares incluyendo pero no limitado a, las vacaciones de primavera, verano e invierno. Esta garantía está condicionada a las operaciones de la escuela continua y no se aplicará en caso de cualquier interrupción que está más allá del control del distrito (por ejemplo, falta de escuela financiación, desastres naturales, órdenes judiciales, públicos insurrecciones, guerra, etc.).

No se trata de un contrato de trabajo. Su empleo continuo es de forma a voluntad. Los empleadores pueden terminar a empleados a voluntad en cualquier momento por cualquier razón o sin razón, salvo por razones legalmente inadmisibles. Empleados a voluntad están libres de renunciar en cualquier momento por cualquier razón o sin razón.

Sus servicios en nombre de los hijos de capilla ISD de Leverett son apreciados, y esperamos que usted será capaz de continuar su asociación con el distrito.

Atentamente,

Representante del distrito

.....

Por favor complete la siguiente información y entregará el original al by _____. **El no firmar y regresar esta carta antes de esta fecha se considerará como una renuncia voluntaria.** Me gustaría renovar mi estatus como empleado (sustituto de regular).

Número de empleado (nombre)

Dirección ciudad, Estado Código postal

Correo electrónico teléfono

Firma fecha

**LEVERETT'S CHAPEL INDEPENDENT SCHOOL DISTRICT
PO BOX 669
LAIRD HILL TX 75666
PHONE: (903) 834-6675
FAX: (903) 834-6602**

***JOSHUA JOHNSON
SUPERINTENDENT***

We would appreciate your cooperation in reading and signing the statement below.

"I have applied for employment with the Leverett's Chapel Independent School District. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and general character. This permission form may be attached to requests for information and I hereby authorize the party receiving this form to give full and complete information as may be requested by the Leverett's Chapel Independent School District. I further agree that the information requested will not become a part of my personnel file if I am employed by the District and I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information. I also give permission to the District to duplicate this form with my signature as many times as needed.

Applicant's Signature

Return to:
Leverett's Chapel I.S.D.
Po Box 669
Laird Hill TX. 75666
Attn: Personnel

Pre-Employment Affidavit for Applicant Offered Employment

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- ☐ I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- ☐ I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:
- ☐ I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

Affidavit of Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Executed in _____ County, State of Texas, on the _____ day of _____, _____.
County Date Month Year

(Signature of Declarant)

State of Texas

County of _____

Before me, _____ (insert the name of notary), on this day personally appeared
_____, (insert name of affiant), known to me to be the person whose name is
subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me
executed such instrument of writing and acknowledged in my presence that he or she signed the
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

*I understand that the date of birth I am providing will not be used to determine eligibility for
employment but will be used solely for the purpose of this pre-employment affidavit.**

*This form will be removed from the application and filed separately in the HR office.