

# TEXHOMA ISD APPLICATION FOR SUBSTITUTE TEACHER

*An Equal Opportunity Employer\**

|                           |  |                                 |  |   |
|---------------------------|--|---------------------------------|--|---|
| Date of application _____ |  |                                 |  |   |
| <b>Personal Data</b>      | Name _____<br><small style="display: flex; justify-content: space-between; width: 100%;"><span>Last</span><span>First</span><span>Middle initial</span></small>  |                                 |  |   |
|                           | Mailing address _____<br><small style="display: flex; justify-content: space-between; width: 100%;"><span>Street/Box</span><span>City</span><span>State</span><span>ZIP Code</span></small>  |                                 |  |   |
|                           | E-mail address _____   |                                 |  |   |
|                           | Home phone _____ Cell phone _____ Other phone _____  |                                 |  |   |
|                           | Other name that may appear on records _____<br><small>(Used for certification, reference, and criminal history record checks)</small>  |                                 |  |   |
|                           | Are you receiving Teacher Retirement System (TRS) retirement benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Are you employed as a part-time employee by a TRS-covered employer? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(Required to determine if the district will be assessed a monthly surcharge as required by TRS rules.)  |                                 |  |   |
| <b>Assignment</b>         | Please list the days you are available to substitute and your assignment preferences.<br>Day(s) of week <input type="checkbox"/> Every day<br><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday<br>Assignment <input type="checkbox"/> Any assignment<br><input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education<br>Preferred campuses: _____<br>_____ |                                 |  |   |
|                           | Credentials included with application:<br><input type="checkbox"/> Résumé<br><input type="checkbox"/> All teaching and professional certificates or licenses<br><input type="checkbox"/> All transcripts showing degrees<br>Have you been employed by _____ ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If you answered yes, provide dates of employment _____  |                                 |  |   |
| <b>Education/Training</b> | List the highest level of education attained: _____  |                                 |  |   |
|                           | Licenses and certificates granted _____  |                                 |  |   |
|                           | Name and location of schools attended  | Course of study and major/minor | Diploma, degree, certificate, or license granted | Year graduated<br><small>(College only)</small> |
|                           |  |                                 |  |   |
|                           |  |                                 |  |   |

**TEXHOMA ISD APPLICATION FOR SUBSTITUTE TEACHER**

|                      |   |
|----------------------|---|
| <b>Certification</b> | <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> |
|----------------------|---|

|                            |   |                    |                             |  |
|----------------------------|---|--------------------|-----------------------------|--|
| <b>Teaching Experience</b> | 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 |                             |  |

**TEXHOMA ISD APPLICATION FOR SUBSTITUTE TEACHER**

|                              |   |                               |                             |                |                     |
|------------------------------|---|-------------------------------|-----------------------------|----------------|---------------------|
| <b>Other Work Experience</b> | 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            |                             |                |                     |
| <b>References</b>            | List references the district can contact regarding your work history.   |                               |                             |                |                     |
|                              | Full name of reference  | School district/<br>firm name | Mailing address             | Position/title | Area code/<br>phone |
|                              |   |                               |                             |                |                     |
|                              |   |                               |                             |                |                     |
|                              |   |                               |                             |                |                     |

**TEXHOMA ISD APPLICATION FOR SUBSTITUTE TEACHER**

|                            |   |
|----------------------------|---|
| <b>General Information</b> | <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>   |
| <b>Verification</b>        | <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> <p align="center">_____<br/>Signature</p> <p align="center">_____<br/>Date</p> <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, sexual orientation, or gender identity), 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.*

## TEXHOMA ISD APPLICATION FOR SUBSTITUTE TEACHER

---

*In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.*

*Inquiries about the application of Title IX to employment should be referred to Title IX Coordinator, (name, title, office address, email address, and telephone number).*