



"Respect...Commitment...Success"
**STRAWN INDEPENDENT
 SCHOOL DISTRICT**

EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____			
	Name _____ <small style="display: inline-block; width: 200px; text-align: center;">Last</small> <small style="display: inline-block; width: 200px; text-align: center;">First</small> <small style="display: inline-block; width: 100px; text-align: center;">Middle initial</small>			
	Current address _____ <small style="display: inline-block; width: 150px; text-align: center;">Street/Box</small> <small style="display: inline-block; width: 100px; text-align: center;">City</small> <small style="display: inline-block; width: 100px; text-align: center;">State</small> <small style="display: inline-block; width: 100px; text-align: center;">ZIP Code</small>			
	Other address where you may be reached _____			
	Work phone _____		Home phone _____	
Position Data	Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Have you been employed by _____ ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
	Check the highest level of education attained: <input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education _____			
Education/Training	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated <small>(College only)</small>

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Certification	<p>Certificate or License 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 Emergency</p> <p><input type="checkbox"/> Texas One-Year: Expires _____</p> <p><input type="checkbox"/> Texas Temporary Administrative: Expires _____</p> <p>Level(s) of Certification: _____</p> <p>Areas of Specialization/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																							
Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name and location of school</th> <th style="width: 20%;">Type of assignment</th> <th style="width: 20%;">Dates taught</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name and location of school	Type of assignment	Dates taught	Reason for leaving																
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Other Work Experience	<p>Please 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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">School district/firm name</th> <th style="width: 20%;">Position/title</th> <th style="width: 20%;">Dates employed</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				School district/firm name	Position/title	Dates employed	Reason for leaving																
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Assignment Preference	<p>Please list the days you are available to substitute and your assignment preferences.</p> <p>Day(s) of week <input type="checkbox"/> Every day or only the following: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday</p> <p>Assignment <input type="checkbox"/> Any or only the following: <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education</p> <p>Preferred campuses _____</p> <p>_____</p> <p>Are you receiving Texas Teacher Retirement (TRS) benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No (The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)</p>																													
General Information	<p>Have you ever been convicted of, plead 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>																													
References	<p>Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th> <th style="width: 15%;">School district/ firm name</th> <th style="width: 25%;">Mailing address</th> <th style="width: 20%;">Position/title</th> <th style="width: 20%;">Area code, phone number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Full name of reference	School district/ firm name	Mailing address	Position/title	Area code, phone number																				
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Have you ever (circle yes or no):

1. Received a less than satisfactory employment evaluation from an employer? **YES / NO**
2. Been asked to resign? **YES / NO**
3. Been terminated by a school or school system? **YES / NO**
4. Had your contract non-extended, non-renewed, or terminated by a school system? **YES / NO**
5. Had your contract proposed for non-extension, non-renewal, or termination for some disciplinary reason? **YES / NO**
6. Had a teaching credential or license denied, revoked, or suspended in any state? **YES / NO**
7. Been placed on disciplinary probation or been suspended from any position? **YES / NO**
8. Received a sanction for a credentialing or licensing authority, or had your credentials or license revoked or suspended by such authority? **YES / NO**
9. Been the subject of a sexual harassment complaint? **YES / NO**
10. Have you ever been (1) convicted of, or (2) plead guilty, or (3) received deferred adjudication, or (4) plead no contest (nolo contendere) to a felony or misdemeanor other than minor traffic violations? The scope of inquiry includes but is not limited to, crimes of theft, rape, sexual assault, murder, swindling, indecency with a minor and possession or sale of marijuana or any category of illegal drugs? **YES / NO**
11. If yes, please state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Verification

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.

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.

I understand that the district is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

Signature

Date

This application becomes the property of the district. The district reserves the right to accept or reject it.

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STRAWN INDEPENDENT
SCHOOL DISTRICT
224 E. Walnut Street
Strawn, Texas 76787



SCHOOL DISTRICT

Disclosure To Employment Applicant Regarding Procurement Of A Consumer Report

In connection with your application for employment, we may procure, or cause to be procured, a consumer report (excluding credit information, but including public record information), on you as part of the process of considering your candidacy or status as an employee or volunteer with the School District (ISD). The ISD will use sources including, but not limited to, NCTC, PO Box 3790, Lubbock, TX 79452-3790 and the Texas Department of Public Safety to procure criminal history information. In the event that information from a report is utilized in whole or in part in making an adverse decision with regard to your status as an employee, the ISD will provide you with a copy of the consumer report, as allowed by law, and a written description of your rights under law.

Strawn ISD

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Strawn ISD** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Strawn ISD** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Strawn ISD** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Strawn ISD** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.