



**EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER**

<b>Work Experience</b>	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary. Please include resumé if available.				
	Employer Name & Location	Position/Title held	Dates Employed	Supervisor Name and Phone #	Reason for Leaving
<b>Education/Training</b>	List the highest level of education attained: _____				
	Licenses and certificates: _____				
	Name and Location of Schools attended	Course of Study and Major/Minor	Diploma, degree, certificate or license	Year Graduated <i>(College only)</i>	

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<b>General Information</b>	<p>Have you ever been convicted of, pled guilty or no contest (<i>nolo contendere</i>) 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>_____</p> <p>_____</p> <p align="center"><i>(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.)</i></p>																													
<b>References</b>	<p>Please list references the district can contact regarding your employment history. Include all managers and supervisors who evaluated or supervised your performance at your last two places of employment.</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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**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 damages 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.

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

*\* 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.*

**DPS Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_, acknowledge that a Computerized Criminal History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore, the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the name and DOB. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process, I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us](http://www.txdps.state.tx.us) / Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Today's Date

**Ramirez CSD**  
\_\_\_\_\_  
Agency Name

**Yliana Gonzalez, Superintendent**  
\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>		
CCH Report Printed:		
YES ____	NO ____	____ initial
Purpose of CCH: _____		
Hired ____	Not Hired ____	____ initial
Date Printed: ____/____/____		____ initial
Destroyed Date: ____/____/____		____ initial
<b>Retain in your files</b>		