

Shiner Independent School District

P.O. Box 804, Shiner, Texas 77984

(361) 594-3121

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 _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> <i>Last</i> <i>First</i> <i>Middle Initial</i> </div> Current Address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%; margin-right: 10%;"> <i>Street/Box</i> <i>City</i> <i>State</i> <i>Zip Code</i> </div> Email Address _____ Cell Phone _____ Home Phone _____ Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history checks)</i> Are you receiving Teacher Retirement System (TRS) retirement benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you employed as a part-time employee by a TRS-covered employer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required to determine if the district will be assessed a monthly surcharge as required by TRS rules.)			
Position Data	Please list the days you are available to substitute and your campus preference: Day(s) of week: <input type="checkbox"/> Everyday or only the following: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Campus: <input type="checkbox"/> All Grade Levels or only the following: <input type="checkbox"/> Elementary (PK-6) <input type="checkbox"/> Junior High (7-8) <input type="checkbox"/> High School Have you been employed by Shiner ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
Education/Training	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			
	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated (college only)

Certification	<p>Certificate or License Currently Held:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State _____ <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____ <p>Level(s) of Certification: _____</p> <p>Areas of Specialization/Endorsements (as listed on certification)</p> <p>_____</p> <p>_____</p>																				
Teaching/Work Experience	<p>List teaching/work experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name and location of school/business</th> <th style="width: 25%;">Type of Assignment</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>	Name and location of school/business	Type of Assignment	Dates employed	Reason for leaving																
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Additional Information	<p>List any experience you have had supervising children or any other information you which to provide us with pertaining to this position:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																				

References	Please list references who are qualified and willing to give an honest appraisal of your qualifications for this position.				
	Full Name of Reference	School District/Firm Name	Mailing Address	Position/Title	Phone Number including area code
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> <p style="text-align: center;"> _____ Signature </p> <p style="text-align: center;"> _____ Date </p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</p>				

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential*

The Shiner Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

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

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