



SABINE Application for Substitute Teacher

*An Equal Opportunity Employer**

Date of application _____				
Personal Data	Name _____ Last First Middle initial			
	Mailing address _____ Street/Box City State ZIP Code			
	E-mail address _____			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ (Used for certification, reference, and criminal history record checks)			
	Are you receiving Teacher Retirement System (TRS) retirement benefits? ☐ Yes ☐ No Are you employed as a part-time employee by a TRS-covered employer? ☐ Yes ☐ No (Required to determine if the district will be assessed a monthly surcharge as required by TRS rules.)			
Assignment	Please list the days you are available to substitute and your assignment preferences. Day(s) of week ☐ Every day ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday Assignment ☐ Any assignment ☐ Elementary ☐ Intermediate ☐ Secondary ☐ Special Education Preferred campuses: _____ _____			
	Credentials included with application: ☐ Résumé ☐ All teaching and professional certificates or licenses ☐ All transcripts showing degrees Have you been employed by _____ ISD in the past? ☐ Yes ☐ No If you answered yes, provide dates of employment _____			
Education/Training	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 (College only)



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Certification	Certificates or Licenses Currently Held: ☐ None ☐ Valid Texas ☐ Valid Other State _____ ☐ Texas One-Year (out-of-state/country) Expiration date: _____ ☐ Other: _____ Category/Level(s) of Certification: _____ Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification): _____ _____ _____																																											
Teaching Experience	List teaching experience beginning with most recent years. Attach additional sheets if necessary. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name and location of school</td><td style="width: 25%;"></td><td style="width: 25%;">Name and location of school</td><td style="width: 25%;"></td></tr> <tr> <td>Type of assignment</td><td></td><td>Type of assignment</td><td></td></tr> <tr> <td>Dates taught</td><td></td><td>Dates taught</td><td></td></tr> <tr> <td>Principal's name and phone</td><td></td><td>Principal's name and phone</td><td></td></tr> <tr> <td>Reason for leaving</td><td></td><td>Reason for leaving</td><td></td></tr> <tr> <td>Name and location of school</td><td></td><td>Name and location of school</td><td></td></tr> <tr> <td>Type of assignment</td><td></td><td>Type of assignment</td><td></td></tr> <tr> <td>Dates taught</td><td></td><td>Dates taught</td><td></td></tr> <tr> <td>Principal's name and phone</td><td></td><td>Principal's name and phone</td><td></td></tr> <tr> <td>Reason for leaving</td><td></td><td>Reason for leaving</td><td></td></tr> </table>				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	
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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



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General Information	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)? ☐ Yes ☐ No If yes, please state where, when, and the nature of the offense _____ _____ _____ _____ 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.
	Pre-employment Affidavit <i>Texas Education Code 22A.055 requires all applicants to complete the pre-employment affidavit form adopted by the Texas Education Agency. Key in affidavit or provide link for applicant to complete and submit the form here.</i>
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 required by Texas Education Code to review criminal history record information of substitute teachers. 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.



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**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.*

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).

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

*Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) **must** submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 -- Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes No ☐ ☐
Do you consent for release of your prior employment records? <i>Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.</i>	Yes No ☐ ☐

Section 3 -- Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes No ☐ ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes No ☐ ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; <i>Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>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.</i>	Yes No ☐ ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes No ☐ ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes No ☐ ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes No ☐ ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed