

# Alto ISD APPLICATION FOR SUBSTITUTE

## *An Equal Opportunity Employer\**

Date of application _____				
<b>Personal Data</b>	Name _____			
	<i>Last</i>	<i>First</i>	<i>Middle initial</i>	
	Mailing address _____			
	<i>Street/Box</i>	<i>City</i>	<i>State</i>	
	E-mail address _____			
	Home phone _____ Cell phone _____ Other phone _____			
Other name that may appear on records _____				
<i>(Used for certification, reference, and criminal history record 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.)				
<b>Assignment Preference</b>	Please list the days you are available to substitute and your assignment preferences.			
	Day(s) of week <input type="checkbox"/> Every day <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
Assignment <input type="checkbox"/> Any assignment <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Cafeteria				
<b>Position Data</b>	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 Alto ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No 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 <i>(College only)</i>



## Alto ISD APPLICATION FOR SUBSTITUTE

<b>Certification</b>	Certificates or Licenses Currently Held: <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Valid Texas</li> <li><input type="checkbox"/> Valid Other State _____</li> <li><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul> Category/Level(s) of Certification: _____																																									
	Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification): _____ _____ _____																																									
	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%; text-align: center;">Name and location of school</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">Name and location of school</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">Type of assignment</td> <td></td> <td style="text-align: center;">Type of assignment</td> <td></td> </tr> <tr> <td style="text-align: center;">Dates taught</td> <td></td> <td style="text-align: center;">Dates taught</td> <td></td> </tr> <tr> <td style="text-align: center;">Principal's name and phone</td> <td></td> <td style="text-align: center;">Principal's name and phone</td> <td></td> </tr> <tr> <td style="text-align: center;">Reason for leaving</td> <td></td> <td style="text-align: center;">Reason for leaving</td> <td></td> </tr> <tr> <td style="text-align: center;">Name and location of school</td> <td></td> <td style="text-align: center;">Name and location of school</td> <td></td> </tr> <tr> <td style="text-align: center;">Type of assignment</td> <td></td> <td style="text-align: center;">Type of assignment</td> <td></td> </tr> <tr> <td style="text-align: center;">Dates taught</td> <td></td> <td style="text-align: center;">Dates taught</td> <td></td> </tr> <tr> <td style="text-align: center;">Principal's name and phone</td> <td></td> <td style="text-align: center;">Principal's name and phone</td> <td></td> </tr> <tr> <td style="text-align: center;">Reason for leaving</td> <td></td> <td style="text-align: center;">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
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																																								

## Alto ISD APPLICATION FOR SUBSTITUTE

<b>Other Work Experience</b>	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/ firm name	Mailing address	Position/title	Area code/ phone number



**Alto ISD APPLICATION FOR SUBSTITUTE**

<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><small>(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.)</small></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">             _____              Signature <span style="margin-left: 200px;">_____</span>              Date         </p> <p>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. If you have any questions, please call 936-858-7101.</p>

*\*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.*

The district Title IX Coordinator is Courtney Marshall 936-858-7112.



**CRIMINAL HISTORY INFORMATION REQUEST**

---

**Confidential**

The Alto 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.

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers 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 result of the name and DOB search. 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 /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) 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

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
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: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	