

**La Grange 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 _____ <i>Last First Middle initial</i>			
	Current address _____ <i>Street/Box City State ZIP Code</i>			
	Other address where you may be reached _____			
	Work phone _____ Home phone _____ Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
Position Data	Credentials included with application: Résumé All teaching and professional certificates or licenses All transcripts showing degrees Have you been employed by La Grange ISD in the past? Yes No If you answered yes, provide dates of employment _____			
	Check the highest level of education attained: High school graduate GED Less than two years of college Two or more years of college Bachelor's degree Master's degree 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 <i>(College only)</i>

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Certification	<p>Certificate or License Currently Held:</p> <p>None Valid Texas Valid Other State _____ Texas Emergency Texas One-Year: Expires _____ 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: 30%;">Name and location of school</th> <th style="width: 20%;">Type of assignment</th> <th style="width: 20%;">Dates taught</th> <th style="width: 30%;">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: 30%;">School district/firm name</th> <th style="width: 20%;">Position/title</th> <th style="width: 20%;">Dates employed</th> <th style="width: 30%;">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 Every day or only the following: Monday Tuesday Wednesday Thursday Friday</p> <p>Assignment Any or only the following: Elementary Intermediate Secondary Special Education</p> <p>Preferred campuses _____</p> <p>_____</p> <p>Are you receiving Texas Teacher Retirement (TRS) benefits? Yes 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, 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</p> <p>If yes, please state where, when, and the nature of the offense</p> <p>_____</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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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 authorized by Texas Education Code 22.083 to obtain criminal history record information on applicants the district intends to employ.</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>
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La Grange Independent School District
REFERENCE PERMISSION



“I have applied for employment in the La Grange Independent School District. I hereby give the District permission to make inquiries of references and of former employers concerning my past performance and general character. This permission form may be attached to request for information forms used by the District, and I hereby authorize the party receiving this form to give full and complete information as may be requested by the La Grange Independent School District. I further agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see information.”

Applicant’s Signature

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Applicant’s Signature

La Grange Independent School District
CRIMINAL HISTORY RECORD INFORMATION REQUEST



Confidential

The La Grange Independent School District is authorized by state law to obtain criminal history record information on individuals who intend to serve as volunteers for the district (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Date of birth _____ Sex: Male Female

Ethnicity: Black White/Other Social Security Number:

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 personnel office.