

# East Texas Charter

2402 Alpine Road  
Longview, TX 75601  
903-753-9400

## APPLICATION FOR SUBSTITUTE

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, or handicap.

### I. IDENTIFYING INFORMATION

Name \_\_\_\_\_  
(last) (first) (middle)  
Address \_\_\_\_\_ SSN \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (home) \_\_\_\_\_ Email \_\_\_\_\_

### II. GENERAL INFORMATION

How did you learn of this opening? \_\_\_\_\_

List any relatives working here. \_\_\_\_\_

Have you ever worked here before? \_\_\_yes \_\_\_no List dates: \_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you a U.S. citizen or a legal immigrant? \_\_\_yes \_\_\_no

Do you speak any foreign languages fluently? \_\_\_yes \_\_\_no List \_\_\_\_\_

Have you ever been convicted of a crime, received deferred prosecution? \_\_\_yes \_\_\_no

If yes, describe when, where, and disposition of the offense on a separate sheet of paper.

### III. EDUCATION AND TRAINING

	School Attended	Major Field	Minor Field	Dates Attended	Degree or Diploma
High School					
College or	_____				
Technical					
Other	_____				

## IV. WORK EXPERIENCE

1. **Present or last employer:** \_\_\_\_\_  
Address and phone number: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_  
Position held and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Salary history: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your present employer? \_\_\_\_\_

2. **Previous employer:** \_\_\_\_\_  
Address and phone number: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_  
Position held and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Salary history: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your present employer? \_\_\_\_\_

3. **Previous employer:** \_\_\_\_\_  
Address and phone number: \_\_\_\_\_  
Name and title of supervisor: \_\_\_\_\_  
Position held and job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Salary history: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
May we contact your present employer? \_\_\_\_\_

**V. OTHER PROFESSIONAL REFERENCES**

List any professional or work-related references you would like us to consider other than the supervisors previously listed.

	Name	Position	Address and Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**VI. ADDITIONAL INFORMATION**

Are there other experiences, skills or qualifications that would relate to your employment in this position. Describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Certification and Agreement**

I hereby certify that all of the information provided in this application is true and complete to the best of my knowledge. I understand that any falsified information shall be considered sufficient cause for dismissal. You are authorized to make investigations of my education and work history.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**East Texas Charter School**

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**SUBSTITUTE TEACHER'S AVAILABILITY STATEMENT**

Substitute's name: \_\_\_\_\_  
(Please Print)

Please circle one of the following:

Certified Teacher                  Degreed                  College hours beyond high school

Rate of pay is conditional on qualification circled above.

Your rate of pay will be:    \$\_\_\_\_\_ per day                  Substitute's initials: \_\_\_\_\_

Your extended rate of pay will be:    \$\_\_\_\_\_ per day                  Substitute's initials: \_\_\_\_\_  
(extended pay begins on 10<sup>th</sup> consecutive day of substituting)

Are you comfortable substituting in any subject area?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Please indicate the days of the week you are available. List times if applicable.

Monday	Tuesday	Wednesday	Thursday	Friday

Notification of need will be as advanced as possible. Are you available for early morning notification?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Notification Methods (fill in all that apply):

Phone: \_\_\_\_\_ Text: \_\_\_\_\_ E-mail: \_\_\_\_\_

This is not a contract for employment. Substitute teachers are hired on an as-needed basis. Any long term agreements will be handled on an individual basis.

Date: \_\_\_\_\_ Substitute's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_

# CRIMINAL HISTORY CHECK

Section 22.083 of the Texas Education Code allows school districts to complete a criminal history check on all applicants. **East Texas Charter Schools** completes a criminal history check on all applicants. You are requested to complete this form and return it with your application.

*Please print or type:*

<b>Name: Last</b>		<b>First</b>	<b>Middle</b>	<b>Social Security Number</b>
<b>Date of Birth</b>	<b>Place of Birth</b>			<b>Sex</b>
<b>Race</b> _____ American Indian    _____ Asian    _____ Black, non-Hispanic    _____ Hispanic    _____ White, non-Hispanic				
<b>Drivers License Number &amp; State</b>			<b>List all other last names you have used</b>	

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply **East Texas Charter Schools** any information concerning my background in connection with employment consideration, and I do release them from any liability and responsibility arising from doing so.

A copy of this authorization may be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date