



Harleton Independent School District  
 P.O. Box 510  
 Harleton, TX 75651

## 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*

|                           |  |                                 |   |   |
|---------------------------|--|---------------------------------|---|---|
| <b>Personal Data</b>      | Date of application _____  |                                 |   |   |
|                           | Name _____<br><div style="display: flex; justify-content: space-between; font-size: small; margin-left: 100px;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle initial</i></span> </div>  |                                 |   |   |
|                           | Current address _____<br><div style="display: flex; justify-content: space-between; font-size: small; margin-left: 100px;"> <span><i>Street/Box</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>ZIP Code</i></span> </div>  |                                 |   |   |
|                           | Other address where you may be reached _____   |                                 |   |   |
|                           | Work phone _____   |                                 | Home phone _____                              |   |
| <b>Position Data</b>      | Other name that may appear on records _____<br><i>(Used for certification, reference, and criminal history record checks)</i>  |                                 |   |   |
|                           | Credentials included with application:<br><input type="checkbox"/> Résumé<br><input type="checkbox"/> All teaching and professional certificates or licenses<br><input type="checkbox"/> All transcripts showing degrees<br>Have you been employed by Harleton ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If you answered yes, provide dates of employment _____ |                                 |   |   |
| <b>Education/Training</b> | Check the highest level of education attained:<br><input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college<br><input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's degree<br><input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education _____    |                                 |   |   |
|                           | Name and location of schools attended  | Course of study and major/minor | Diploma, degree, certificate, or license held | Year graduated<br><i>(College only)</i> |
|                           |  |                                 |   |   |
|                           |  |                                 |   |   |
|                           |  |                                 |   |   |
|                           |  |                                 |   |   |

## EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

| <b>Certification</b>         | <p>Certificate or License Currently Held:</p> <input type="checkbox"/> None<br><input type="checkbox"/> Valid Texas<br><input type="checkbox"/> Valid Other State _____<br><input type="checkbox"/> Texas Emergency<br><input type="checkbox"/> Texas One-Year: Expires _____<br><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> <p>_____</p> <p>_____</p>   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Teaching Experience</b>   | <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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name and location of school  | Type of assignment  | Dates taught   | Reason for leaving |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Other Work Experience</b> | <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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| School district/firm name    | Position/title  | Dates employed | Reason for leaving |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                |                    |  |                             |                    |                |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER**

| <b>Assignment Preference</b> | <p>Please list the days you are available to substitute and your assignment preferences.</p> <p>Day(s) of week    <input type="checkbox"/> Every day or only the following:<br/>                                   <input type="checkbox"/> Monday    <input type="checkbox"/> Tuesday    <input type="checkbox"/> Wednesday    <input type="checkbox"/> Thursday    <input type="checkbox"/> Friday</p> <p>Assignment        <input type="checkbox"/> Any or only the following:<br/>                                   <input type="checkbox"/> Elementary    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Secondary    <input type="checkbox"/> Special Education</p> <p>Preferred campuses _____<br/>         _____</p> <p>Are you receiving Texas Teacher Retirement (TRS) benefits?    <input type="checkbox"/> Yes    <input type="checkbox"/> No<br/>         (The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)</p> |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------|---|------------------------|-------------------------------|----------------------------|----------------|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <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 _____<br/>         _____<br/>         _____</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>   |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>References</b>            | <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: 25%;">Full name of reference</th> <th style="width: 20%;">School district/<br/>firm name</th> <th style="width: 25%;">Mailing address</th> <th style="width: 20%;">Position/title</th> <th style="width: 10%;">Area code,<br/>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/<br>firm name | Mailing address            | Position/title | Area code,<br>phone number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Full name of reference       | School district/<br>firm name   | Mailing address        | Position/title                | Area code,<br>phone number |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                              |   |                        |                               |                            |                |                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



