

DANBURY INDEPENDENT SCHOOL DISTRICT

P.O. Box 378 * 5611 Panther Drive * Danbury, TX 77534 * (979) 922-1218

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, the presence of a medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security Number _____ Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <i>Last</i> <i>First</i> <i>Middle Initial</i> </div> Current address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <i>Street / Box</i> <i>City</i> <i>State</i> <i>Zip Code</i> </div> Other address where you may be reached _____ Home phone _____ Work phone _____ Other name that may appear on records _____ <i>(Used only for reference checks)</i>			
Position Data	List the position(s) you are applying for _____ Credentials included with application: <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by Danbury I.S.D. in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
Education / Training	Check the highest level of education attained: <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's Degree <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 <i>(College only)</i>

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Certification	<p>Certificate or License Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid Other State</p> <p><input type="checkbox"/> Texas Emergency</p> <p><input type="checkbox"/> Texas One-Year: Expires _____</p> <p><input type="checkbox"/> Texas Temporary Administrative: Expires _____</p> <p>Areas of Specialization:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Administrator</td> <td style="width: 33%;"><input type="checkbox"/> All-Level Art</td> <td style="width: 33%;"><input type="checkbox"/> Vocational (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Superintendent</td> <td><input type="checkbox"/> All-Level Health and P.E.</td> <td><input type="checkbox"/> Nurse</td> </tr> <tr> <td><input type="checkbox"/> Principal</td> <td><input type="checkbox"/> All-Level Music</td> <td><input type="checkbox"/> Visiting Teacher</td> </tr> <tr> <td><input type="checkbox"/> Midmanagement Administrator</td> <td><input type="checkbox"/> Librarian</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Elementary</td> <td><input type="checkbox"/> Counselor</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Elementary and Kindergarten</td> <td><input type="checkbox"/> Special Education (specify) _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Secondary (Jr./Sr. High)</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Administrator	<input type="checkbox"/> All-Level Art	<input type="checkbox"/> Vocational (specify) _____	<input type="checkbox"/> Superintendent	<input type="checkbox"/> All-Level Health and P.E.	<input type="checkbox"/> Nurse	<input type="checkbox"/> Principal	<input type="checkbox"/> All-Level Music	<input type="checkbox"/> Visiting Teacher	<input type="checkbox"/> Midmanagement Administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Elementary and Kindergarten	<input type="checkbox"/> Special Education (specify) _____		<input type="checkbox"/> Secondary (Jr./Sr. High)		
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Teaching Experience	List teaching experience beginning with most recent years.			
	Name and location of school	Type of Assignment	Dates taught	Reason for Leaving

Other Work Experience	Please provide a list of all other jobs or administrative positions you have held in the past ten years. Attach additional sheets if necessary. Attach resume if available.			
	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>Days(s) of week <input type="checkbox"/> Every day or only the following: <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: <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education</p> <p>Preferred campuses _____</p> <p>Are you receiving Texas Teacher Retirement (TRS) benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No (The amount of time that an individual receiving TRS benefits may be employed without effecting benefits is governed by TRS rules and laws.)</p>																													
General Information	<p>Have you ever been charged with, convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a criminal offense, felony or misdemeanor?</p> <p align="center"><input type="checkbox"/> Yes <input type="checkbox"/> 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:20%;">School district Or firm name</th> <th style="width:20%;">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 Or firm name	Mailing address	Position / title	Area code, Phone number																				
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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 authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

Signature

Date

This application becomes the property of the district. The district reserves the right to accept or reject it.

- ❖ **NOTE** – The attached Danbury I.S.D. Substitute Teacher Reference Forms should be mailed to individuals who can accurately evaluate your personal qualities and characteristics as well as any teaching qualities you may possess. This application will not be processed until three reference forms are completed and returned.

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential*

The Danbury Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code § 22.083). The information requested below is necessary to obtain criminal history record information.

Please print:

Name _____
Last First Middle

Social Security number _____ Date of birth _____

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 personnel office.