

TAYLOR INDEPENDENT SCHOOL DISTRICT

602 West 12th Street • Taylor, TX 76574
Phone (512) 365-1391 • Fax (512) 365-1067
www.taylorducks.org

SUBSTITUTE TEACHER APPLICATION

Attached is a substitute application for the Taylor Independent School District. **All forms must be filled out completely and accurately in order for your application to be processed.**

REQUIREMENTS:

1. **DOCUMENTS TO BE PROVIDED.** Copy of High School diploma **or** teaching certificate **or** College Degree **or** transcript must accompany completed application.
2. **PLEASE COMPLETE THE ENTIRE APPLICATION PACKAGE.** Reference forms are to be sent out to *two references*. (Application will not be processed until completed reference forms are returned to us.) Include a copy of your driver's license and Social Security card for I-9 purposes.
3. **COMPLETION OF DEPARTMENT OF PUBLIC SAFETY CRIMINAL RECORD FORM.** Texas Education Agency requires that all persons applying in the Texas Education System submit to a criminal history check through the Department of Public Safety.
4. **ALL SUBSTITUTE TEACHERS MUST ATTEND AN ORIENTATION.** Orientations will be scheduled for all substitutes when application is approved. You will be notified by mail of the dates and times of the orientation for which you are scheduled. Other important areas will also be reviewed at this time.
5. **SUBSTITUTE PAY SCALE.**
 - a. High School Diploma \$50.00/day
 - b. College Degree \$60.00/day
 - c. Certified Teacher \$70.00/day(A \$10.00 a day increase will be given for a **certified teacher** substitute assignment that exceeds 5 days. This does not apply to substitutes for instructional aides.)

Please feel free to contact the Personnel Office at (512) 365-1391 with any questions you may have. We look forward to sharing with you a most successful school year.

• AN EQUAL OPPORTUNITY EMPLOYER •

Give full and accurate data regarding your full time and/or substitute teaching experience or any previous work experience.

Name of School and Location/Employer	Grade or subjects taught/Position	Dates

REFERENCES: Reference forms are to be sent out to *two references* If you have substituted and/or taught full time, references should be from persons who observed your teaching ability. For other positions, references should be previous employers.

Please list to whom reference forms were mailed :

Name	Mailing Address	Position

ADDITIONAL INFORMATION

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony or any offense involving moral turpitude and received probation?

Yes No If yes, please explain: _____

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense involving moral turpitude, deferred further proceedings without entering a finding of guilty and placed you on probation?

Yes No If yes, please explain: _____

Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

I hereby certify that the information presented in this application, to the best of my knowledge, is true, accurate, and complete. ANY FALSIFICATION OF THIS RECORD WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION. Furthermore, it is understood that this application becomes the property of the Taylor ISD, which reserves the right to accept or reject. I hereby authorize Taylor ISD to contact the references listed on this application, and to obtain any criminal history record information relevant to this application from any pertinent source in accordance with the provisions of the Texas Education Code Section 21.917, and I further authorize any law enforcement agency, including bur not limited to, any policy department or the Department of Public Safety as well as the Texas Department of Corrections, to furnish the Taylor ISD any such record.

 Signature of Applicant

 Date



Taylor Independent School District



Addendum to Application

C O N F I D E N T I A L

The Taylor Independent School District is required by state law to obtain criminal history record information on applicants being considered for employment with the district (Texas Education Code Section §21.917). The information requested below is necessary to obtain criminal history record information.

Full Name: (Print) Last First Middle

Address:

I understand the information I am providing about age, gender, 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

Social Security Number

Driver's License Number/State

Date of Birth

- Sex: Male, Female; Race: African-American, Anglo, Hispanic, Other

Home Phone Number

- Single, Married; (Maiden name)

(This form will be removed from the application and filed separately in the personnel office.)



Taylor ISD Personnel Office
 602 W. 12th Street
 Taylor, TX 76574
 (512) 352-6361 • (512) 365-1391
 Fax # (512) 365-1067

TAYLOR ISD APPLICANT INFORMATION REQUEST

➔ GIVE THIS FORM TO A REFERENCE TO RETURN TO TAYLOR ISD ➔

Applicant's Name _____ Position for which applying: *Substitute Teacher*
 Applicant's SS No. _____

Dear _____

I am applying for a position with Taylor Independent School District. I hereby give you permission to complete this form.

Applicant Signature _____ Date _____

Make evaluation by placing an X in the allotted space.
 (5) Superior, (4) Above Average, (3) Average, (2) Below Average, (1) Unsatisfactory, (0) No opportunity to observe

General Skills	5	4	3	2	1	0
1. Works cooperatively with others/exhibits a positive attitude.						
2. Ability to interact with students/co-workers appropriately.						
3. Follows oral and written instructions from supervisor.						
4. Follows established policies and procedures.						
5. Adaptability; readily accepts changes to routines with a positive attitude.						
6. Completes assignments and duties on time and accurately.						
7. Follows attendance and punctuality rules.						
8. Maintains neat and orderly work area.						
9. Identifies and responds to problems effectively.						
10. Communicates effectively.						
Specialized Skills						
1. Maintains confidentiality of information.						
2. Serves as a positive role model in actions, language and appearance.						

How long have you known the applicant? _____ Relationship to the applicant: _____

Would you want this applicant substituting in your child's class? Yes No

ADDITIONAL COMMENTS: Use back of this form

Person Providing Reference _____ Official Title/Position _____ Telephone Number _____

Signature of Reference _____ ISD/Organization _____ Date _____



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TAYLOR INDEPENDENT SCHOOL DISTRICT

Letter of Reasonable Assurance

To: **Applicant for Substitute Teacher**

This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a school break. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, Christmas, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the district (e.g., lack of school funding, natural disaster, court order, public insurrections, war, etc.).

Nothing contained herein constitutes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your interest in serving the children of the district is appreciated, and we hope that you will enjoy your association with Taylor ISD.

Linda Chavarria
Director of Personnel

Please sign and return with Application.

Name (Print)

Date

Signature

Social Security Number

Address

Telephone

City

State

Zip Code