



Tyler Independent School District

1319 New Sunnybrook Drive Tyler, Texas 75701 903.262.1000 Email: sharon.roy@tylerisd.org Dr. Randy Reid, Superintendent

FOR TISD USE ONLY

Date Received: _____
 Appointment Date: _____
 CHR: _____
 Substitute Manual: _____
 Certified?

**Application
 for
 Substitute Teaching**

Date of this application:

 Month Day Year

PERSONAL DATA

Fill In Accurately and Completely

Name in Full: _____

Please print Last First Middle Social Security Number

Present Address: _____

Please print Street City State Zip Telephone Number

Permanent Address: _____

Please print Street City State Zip Telephone Number

Do you have a valid Texas Teacher's Certificate? _____

Elementary: _____ Secondary: _____

Certification from another state? _____

Elementary: _____ Secondary: _____

Highest degree received: _____ Major: _____ Minor: _____

A COPY OF THE TRANSCRIPT AND TEACHING CERTIFICATE MUST BE INCLUDED WITH THE APPLICATION

Check preferences:

<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School	<input type="checkbox"/> High School
<input type="checkbox"/> Special Education	<input type="checkbox"/> Librarian	<input type="checkbox"/> Nurse
<input type="checkbox"/> Vo-Ed Teacher	<input type="checkbox"/> Other (specify)	

Check qualified fields:

- Grades K – 5 (Grades in order of preference): (1) _____ (2) _____ (3) _____
- Middle School (Subjects in order of preference): (1) _____ (2) _____ (3) _____
- Senior High (Subjects in order of preference): (1) _____ (2) _____ (3) _____
- Special Education (List special endorsements in order of preference): (1) _____
 (2) _____ (3) _____ (4) _____

Are you available for a regular full-time Teacher position? Yes No If no, why not? _____

Are you available to teach all grades? Yes No If no, please specify: _____

Please indicate the days of the week you are available: Monday Tuesday Wednesday Thursday Friday

How much time do you require for notification of a substitute teacher's job? _____

Are you presently employed by another school district as a substitute teacher? Yes No If yes, please list below:

School District _____ Address _____

School District _____ Address _____

How many years have you been a substitute teacher? _____

TEACHING EXPERIENCE:

Name and Address of School	Dates From - To	Subject and/or Grades Taught	Name, Address and Phone Number of Principal or Superintendent	Reason for Leaving

STUDENT TEACHING EXPERIENCE:

Name and Address of School	Dates From - To	Subject and/or Grades Taught	Name of Public School Supervising Teacher

EMPLOYMENT OTHER THAN TEACHING:

Employer Name, Address, Telephone	Dates From - To	Kind of Work	Reason for Leaving

The School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its education programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which the application has been made.

Do you have a relative who is either a member of the Tyler ISD Board of Trustees or who is employed in any capacity in the Tyler ISD? ____ Yes ____ No If yes, please give the following information:

Name of Trustee/Relative	Relationship	Position Held

REFERENCES

List three references who are qualified to evaluate your fitness for the position you seek. These may include your former teachers, principals, former employers, long time family friends, home community civic leaders, clergymen and others.

Name	Address/Phone	Occupation	Association with Applicant

INSTITUTIONS OF HIGHER LEARNING

Name of School	Location	Dates Attended To – From	Major	Minor	Degree

Have you ever established a placement file? ____ Yes ____ No If yes, where? _____

Have you requested that a file be sent to us? ____ Yes ____ No

Have you made application for a regular full-time teaching position with Tyler Independent School District? ____ Yes ____ No

If so, do you have the following items on file in our personnel office?

1. An official copy of your transcript of all college work completed? ____ Yes ____ No
2. A copy of your valid Teaching Certificate, if you have been issued one? ____ Yes ____ No

Note: Employment is on a substitute basis, effective with your beginning date and continuing each year thereafter until written notice to end this employment is received in the district’s substitute office. 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, winter and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc).

Nothing contained herein construes an employment contract. Your continued employment with Tyler ISD 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.

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 charged with or convicted of a felony or any offense involving moral turpitude? Yes No If yes, please explain.

Have you ever been charged with or 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 on probation? Yes No If yes, please explain. _____

CONVICTION OF A CRIME, DEFERRED ADJUDICATION OR IMPOSITION OF PROBATION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. THE DISTRICT WILL CONSIDER THE NATURE OF THE OFFENSE AND THE RELATIONSHIP BETWEEN THE OFFENSE AND THE POSITION FOR WHICH YOU ARE APPLYING.

Why do you desire to leave your present position, or why did you leave your last position? (Question does not apply to those graduating this year).

Have you ever been involuntarily terminated or asked to resign by another employer or another school district? Yes No If yes, please give the name of the employer or school district, the date and the reason for termination or request for resignation.

I hereby declare this information is complete and true to the best of my knowledge and belief. I understand that any misrepresentation, falsification of facts, or failure to disclose conviction for a felony or any offense involving moral turpitude shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept it or reject it. I further agree to observe all rules, regulations and policies of the District if employed.

I have been advised that a complete Board of Trustees’ policy manual is available in the office of the principal of each school and in the offices of all central office directors and supervisors. If employed, I agree to become familiar with the contents of those documents and comply with all Tyler Independent School District regulations and policies.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time and for any reason, without any prior notice.

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Furthermore, I authorize the information I’ve provided to be used; previous employers to be contacted for investigative purposes; and release all parties from any liability for damage that may result from furnishing information to you.

Signature

Date