

## MERKEL ISD EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

### *An Equal Opportunity Employer\**

Date of application _____				
<b>Personal Data</b>	Name _____ <span style="margin-left: 100px;"><i>Last</i></span> <span style="margin-left: 100px;"><i>First</i></span> <span style="margin-left: 100px;"><i>Middle initial</i></span>			
	Current address _____ <span style="margin-left: 100px;"><i>Street/Box</i></span> <span style="margin-left: 100px;"><i>City</i></span> <span style="margin-left: 100px;"><i>State</i></span> <span style="margin-left: 100px;"><i>ZIP Code</i></span>			
	Other address where you may be reached _____			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ <small><i>(Used for certification, reference, and criminal history record checks)</i></small>			
<b>Assignment Preference</b>	Please list the days you are available to substitute and your assignment preferences.			
	Day(s) of week <input type="checkbox"/> Every day <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Assignment <input type="checkbox"/> Any assignment <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education Preferred campuses _____ _____			
<b>Position Data</b>	Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees			
	Have you been employed by Merkel ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
<b>Education/Training</b>	List the highest level of education attained: _____			
	Licenses and certificates granted _____			
	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <small><i>(College only)</i></small>



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<b>Certification</b>	Certificates or Licenses Currently Held:
	<input type="checkbox"/> None
	<input type="checkbox"/> Valid Texas
	<input type="checkbox"/> Valid Other State _____
	<input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____
	<input type="checkbox"/> Other: _____
	Category/Level(s) of Certification: _____
	Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):
	_____
	_____
	_____

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<b>Teaching Experience</b>	List teaching experience beginning with most recent years.			
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
	Reason for leaving		Reason for leaving	
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
	Reason for leaving		Reason for leaving	

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<b>Other Work Experience</b>	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.			
	Employer name and location		Employer name and location	
	Position/title held		Position/title held	
	Dates employed		Dates employed	
	Supervisor's name and phone		Supervisor's name and phone	
	Reason for leaving		Reason for leaving	
	Employer name and location		Employer name and location	
	Position/title held		Position/title held	
	Dates employed		Dates employed	
	Supervisor's name and phone		Supervisor's name and phone	
	Reason for leaving		Reason for leaving	
	<b>References</b>	Please list references the district can contact regarding your work history.		
Full name of reference		School district/ firm name	Mailing address	Area code/ phone number

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<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 _____</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>
<b>Verification</b>	<p>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.</p> <p>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.</p> <p>I understand that the district is required by Texas Education Code to review criminal history record information of substitute teachers.</p> <p align="center">_____ Signature</p> <p align="center">_____ Date</p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for <b>24 months</b>. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

*\*Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status*

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The district Title IX Coordinator is

*(Bryan Allen, Superintendent, P.O. Box 430 Merkel, Texas 79536, and 325-928-2000.)*

*Please Mail Application to:*

*Bryan Allen, Superintendent*

*P.O. Box 430*

*Merkel, Texas 79536*

*Email:ballen@merkelisd.net*



**MERKEL INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 430, MERKEL, TEXAS 79536  
AREA CODE 325-928-5813**

**CRIMINAL HISTORY RECORD INFORMATION ADDENDUM**

**CONFIDENTIAL\***

**THE MERKEL INDEPENDENT SCHOOL DISTRICT IS REQUIRED BY STATE LAW TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON APPLICANTS THE DISTRICT INTENDS TO EMPLOY EITHER ON A FULL-TIME, PART-TIME, OR SUBSTITUTE BASIS, (ACCORDING TO Texas Education Code §22.083 and Senate Bill 9). THE INFORMATION REQUESTED BELOW IS NECESSARY TO OBTAIN CRIMINAL HISTORY AND FINGER PRINTING 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, ETHNICITY WILL NOT BE USED TO DETERMINE ELIGIBILITY FOR EMPLOYMENT BUT WILL BE USED SOLELY FOR THE PURPOSE OF OBTAINING THE ABOVE NECESSARY INFORMATION.

I UNDERSTAND THAT IS MY RESPONSIBILITY TO PAY FOR ALL FEES THAT ARE REQUIRED TO OBTAIN THIS INFORMATION.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE