



**West Independent School District**

801 N. Reagan St. West, Texas 76691  
 (254) 826-7500 - fax (254) 826-7503

**Employment Application for Substitute Teacher**  
*An Equal Opportunity Employer\**

	Date of Application _____			
<b>Personal Data</b>	Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>			
	Current Address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div>			
	Other Address Where _____			
	You May Be Reached _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div>			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks.)</small>			
<b>Position Data</b>	Credentials included with application (These should only be copies – not originals): <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses (front & back, if appropriate) <input type="checkbox"/> All transcripts showing degrees			
	Have you been employed by West ISD in the past?      Yes _____      No _____ If you answered yes, provide dates of employment _____			
<b>Education / Training</b>	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 major/minor fields	Diploma, degree certificate, or license held	Year Graduated <i>(college only)</i>

<b>Certification</b>	<p>Certification or License Currently Held:</p> <p>Ⓒ None</p> <p>Ⓒ Valid Texas</p> <p>Ⓒ Valid Other State _____</p> <p>Ⓒ Texas One-Year (out of state/country): Expiration date: _____</p> <p>Ⓒ Other</p> <p>Category/Level(s) of Certification _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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List teaching experience beginning with most recent years.					
<b>Teaching Experience</b>	Name and location of school	Type of assignment	Dates taught	Reason for leaving	Principal's name & phone number

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 resume if available.					
<b>Other Work Experience</b>	Employer's name and location	Position/title held	Dates employed	Reason for leaving	Supervisor's name phone number

<b>Assignment Preference</b>	<p>Please list the days you are available to substitute and your assignment preferences.</p> <p>Day(s) of the 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</p> <p>Assignment            <input type="checkbox"/> Any  <input type="checkbox"/> Elementary    <input type="checkbox"/> Intermediate    <input type="checkbox"/> Secondary    <input type="checkbox"/> Special Education</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>
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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 offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor)? Yes ___ No ___</p> <p>If yes, please state where, when, and the nature of the offense _____  _____</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>
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<b>References</b>	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.				
	Full name of reference	School district/ firm name	Mailing address	Position/Title	Area code, phone number

**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 to review criminal history record information of substitute teachers.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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 a period of time not to exceed one year. If you have not received a response during this time period, you may reapply or reactivate your application.

*\*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.*

The district Title IX Coordinator is  
Jan Hungate, Assistant Superintendent  
801 N. Reagan Street  
West, Texas 76691  
254-826-7500

**Mail Application To:**

Personnel Department  
West Independent School District  
801 N. Reagan St.  
West, Texas 76691

**CRIMINAL HISTORY RECORD INFORMATION REQUEST**

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**Confidential\***

The West Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print.*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

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 HR office.