

**BARTLETT ISD APPLICATION FOR SUBSTITUTE**

*An Equal Opportunity Employer\**

Date of application _____			
<b>Personal Data</b>	Name _____ <i>Last First Middle initial</i>		
	Mailing address _____ <i>Street/Box City State ZIP Code</i>		
	E-mail address _____		
	Cell phone _____		Other phone _____
	Home phone _____		
Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
Are you receiving Teacher Retirement System (TRS) retirement benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you employed as a part-time employee by a TRS-covered employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required to determine if the district will be assessed a monthly surcharge as required by TRS rules.)</i>			
<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 <u>    </u> Bartlett <u>    </u> ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes, provide dates of employment _____			
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 <i>(College only)</i>

**BARTLETT ISD APPLICATION FOR SUBSTITUTE**

<b>Education/Training</b>				

<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): _____ _____		

<b>Teaching Experience</b>	List teaching experience beginning with most recent years. Attach additional sheets if necessary.			
	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	

**BARTLETT ISD APPLICATION FOR SUBSTITUTE**

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	

<b>Other Work Experience</b>	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
	List references the district can contact regarding your work history.		

**BARTLETT ISD APPLICATION FOR SUBSTITUTE**

References	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number

General Information	<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>_____</p> <p>_____</p> <p>_____</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>

**BARTLETT ISD APPLICATION FOR SUBSTITUTE**

<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>I understand that I am required to report any outside employment with a TRS-covered employer to the district and provide a monthly record of hours worked so the district can determine if it will be subject to the monthly surcharge.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature <span style="float: right;">_____</span> Date</p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</p>
---------------------	--

*\*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is Travis W. Edwards, PO Box 170, Bartlett, TX 76511 (254) 527-4247.

**BARTLETT INDEPENDENT SCHOOL DISTRICT**

**Drawer 170**

**Bartlett, TX 76511**

**Phone: (254) 527-4247 Fax: (254) 527-3340**

**[www.bartlett.txed.net](http://www.bartlett.txed.net)**

**CRIMINAL HISTORY RECORD INFORMATION ADDENDUM**

**CONFIDENTIAL**

The Texas Education Code Section 22.083 (b) authorizes the District to obtain criminal history record information on applicants being considered for employment with the District. The information requested below is necessary to obtain criminal history record information.

Full Name \_\_\_\_\_

(Print)

Last

First

Middle

Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Texas Driver's License# \_\_\_\_\_

Expiration Date \_\_\_\_\_

Sex ( ) Male ( ) Female

Ethnicity ( ) Black ( ) White/Other

I understand 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 information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# BARTLETT ISD APPLICATION FOR SUBSTITUTE

## Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:  
\_\_\_\_\_.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:  
\_\_\_\_\_.

-----

## Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Name (First, Middle, Last) \_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address (Street, City, State, Zip Code) \_\_\_\_\_  
County

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Declarant)

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.<sup>1</sup>

<sup>1</sup> This form will be processed separately and not shared with the hiring manager.