

Sunnyvale Independent School District

417 E. Tripp Road
Sunnyvale, TX 75182
972-226-5974 ph. 972-226-6882 fax

**Office Use Only**

Date Received: _____
Date Renewed: _____
Actual Interview Date(s): _____

Employment Application for Substitute Employment

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer**Personal Data**

Date of Application _____ Social Security No. _____
Name _____
Last First Middle Initial
Current Address _____
Street/Box City State Zip Code
Other address where you may be reached _____
Work Phone No. _____ Home Phone No. _____
Name used on records if different from present name _____
EMAIL: _____ (to be used for reference checks)

Position Data

Type of Substitute Position seeking:
☐ Classroom Teacher ☐ Cafeteria
☐ Librarian ☐ Secretarial
☐ Teacher's Aide ☐ Bus Driver
Days of the Week Available:
☐ Monday ☐ Wednesday ☐ Friday
☐ Tuesday ☐ Thursday
Grade Levels Willing to Substitute for:
☐ Kindergarten ☐ Grades 6-8
☐ Grades 1-5 ☐ Grades 9-12
☐ Special Classes (P.E., Art, Music, etc.)

Education / Training

Check highest level attained
☐ Not high school graduate (circle last grade completed) 6 7 8 9 10 11 12
☐ High School Graduate ☐ GED
☐ Less than two years in college ☐ Two or more years of college
☐ Bachelor's degree ☐ Master's degree
☐ Teacher Certificate _____

Schools Attended: List all applicable information

Name of School and Address	Course of Study Major/Minor Fields	Diploma, Degree or Certification	Dates Attended Year Graduated

Certifications & Licenses	Other Training or education: _____ _____
	Other Licenses / Certifications held: _____ _____

Please provide a complete listing of all jobs or positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary.

Work Experience	Dates		Employer	Job Position / Title	Salary or Wages	Reason For Leaving
	From	To				

General Information	Do you have a relative who is a member of the Sunnyvale I.S.D. Board of Education? ☐ Yes ☐ No
	If yes, please give name of relative and relationship: _____
	Do you speak a foreign language? ☐ Yes ☐ No If yes, what language(s)? _____
	Are you a U.S. Citizen or a legal immigrant? ☐ Yes ☐ No
	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)? ☐ Yes ☐ No
	If yes, please state where, when and the nature of the offense: _____ _____ _____
(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.)	

Please list references who may be contacted regarding your work history. Include supervisors at the employing organizations who have evaluated or supervised your performance at your last two employers.

References	Full Name of Reference	School District/Firm Name Mailing Address	Position/Title	Area Code/Phone	
				(WK)	
				(HM)	
				(WK)	
				(HM)	
				(WK)	
				(HM)	
				(WK)	
				(HM)	
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				(HM)	
				(WK)	
				(HM)	
				(WK)	
				(HM)	
Verification	I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understanding that any deliberate falsification, misrepresentation, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment. I authorize the references listed above 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 §22.083 to obtain criminal history record information on applicants the district intends to employ. 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 two years. Any applicant wishing to be considered for employment beyond this time period my inquire as to whether or not applications are being accepted at that time.				
	Signature of Applicant		Date		
	Return to: School Administration Sunnyvale I.S.D. 417 E. Tripp Road Sunnyvale, TX 75182 972-226-5974				

Criminal History Record Information Request

Confidential*

The Sunnyvale 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

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.



SUNNYVALE INDEPENDENT SCHOOL DISTRICT

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

*Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) **must** submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes No ☐ ☐
Do you consent for release of your prior employment records?	Yes No ☐ ☐
<i>Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.</i>	

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes No ☐ ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes No ☐ ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; <i>Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>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.</i>	Yes No ☐ ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes No ☐ ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes No ☐ ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes No ☐ ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed