

PINEYWOODS COMMUNITY ACADEMY

Employment Application for SUBSTITUTE TEACHER

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability or any other legally protected status. - AN EQUAL OPPORTUNITY EMPLOYER

**Please print all
information requested
except signature**

PLEASE COMPLETE PAGES 1-4

DATE _____

PERSONAL DATA

Name _____
Last First Middle Maiden

Present Address _____
Street or PO Box No. City State Zip

Telephone (____) _____ - _____ Cell Phone (____) _____ - _____

Social Security # ^(A) _____ Email Address _____

POSITION DATA

Credentials included with application:

- Resume
 All teaching and professional certificates or licenses
 All transcripts showing degrees

Have you ever been employed by P.C.A. in the past? Yes No

If you answered "yes", provide dates of employment _____

EDUCATION/TRAINING

Check the highest level of education attained:

- High School Graduate GED Less than two years of college
 Two or more years of college Bachelors Degree Masters Degree
 Other training or education _____

Licenses and certificates held: _____

EDUCATION, Cont.

Name of School	Location	Course of Study and major/minor	Diploma, degree, certificate or license held

TEACHING EXPERIENCE

List teaching experience, beginning with the most recent years.

Name of School District	Address	Type of Assignment	Dates Employed	Reason for Leaving

CERTIFICATION

- None
- Valid Texas
- Valid other state _____
- Texas Emergency
- Texas One-Year -Expires_____
- Texas Temporary Administrative: Expires_____

Level(s) of Certification: _____

Areas of Specialization/Endorsements (as listed on certification):

OTHER WORK EXPERIENCE

Please provide a complete list of all other jobs or administrative positions you have held in the past 10 years. List the most recent first. Attach additional sheets, if necessary. Attach resume, if available.

Employer	Address	Position/Title	Dates Employed	Reason for Leaving

ASSIGNMENT PREFERENCE

Please list the days you are available to substitute and your assignment preferences.

Day(s) of week Every day or only the following:

- Monday Tuesday Wednesday Thursday Friday

Assignment Any or only the following:

- Elementary Middle School High School Special Education

Are you receiving Texas Teacher Retirement (TRS) benefits? Yes No

(The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)

GENERAL INFORMATION

Have you ever been convicted of, plead 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 or 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.)

REFERENCES

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.

Name of Reference	School District/Firm Name	Mailing Address	Position/Title	Phone Number (with area code)

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 above-listed references 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.

^(A) I understand that the agency to which I am applying may use my Social Security Number (SSN) for tracking purposes and for identification. This is in accordance with Federal Law U.S.C. 552a Section 7 (b)

Signature

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 18 months. If you have not received a response during this time period, you may reapply or reactivate your application.

CRIMINAL BACKGROUND CHECK FORM

The Pineywoods Academy is authorized by state law to obtain criminal history record information and fingerprints on applicants the district intends to employ. (Texas Education code §22.083 and Senate Bill 9) The information requested below is necessary to obtain criminal history record information.

Please print:

Name: _____
Last First Middle Maiden

Date of Birth: ____/____/____ State of Birth (or Country, if not US) _____

Height: _____ Weight _____ Hair Color: _____ Eye Color _____

Ethnicity: _____ Male Female

Driver's License # _____ Class _____ State _____ Expiration Date: _____

This Criminal Background Check form is separate from the Application for Employment. I understand that the information I am providing will be used solely for the purpose of obtaining criminal history record information.

Signature

Date