



**GILMER INDEPENDENT SCHOOL DISTRICT**  
APPLICATION FOR SUBSTITUTE TEACHER

*\* An Equal Opportunity Employer\**

Date of application _____				
<b>Personal Data</b>	<b>Your application will not be considered unless all requested information is provided.</b>			
	Name _____ <span style="margin-left: 100px;"><i>Last</i></span> <span style="margin-left: 150px;"><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>			
	Home phone _____ Cell phone _____ Email Address: _____ Other name(s) that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</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 Preferred campuses: <input type="checkbox"/> Elem. PK-4 <input type="checkbox"/> Int. 5-6 <input type="checkbox"/> Jr. High 7-8 <input type="checkbox"/> High School 9-12 Date Available to Work: _____			
	<b>Are you receiving Texas Teacher Retirement (TRS) benefits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)</small>			
<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 Gilmer 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 _____ Have you ever held a teaching certificate from any state? _____ If yes, what state? _____			
<b>Education/Training</b>	Name of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <small>(College only)</small>

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<b>Certification</b>	<p>Certificates or Licenses Currently Held or Previously Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> 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>
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<b>References</b>	<p>Do you have a relative who is a member of the GISD Board of Education? ____</p> <p>If so, explain relationship.</p>				
	<p>Do you have any relatives employed by GISD? If so, list names of those relatives.</p>				
	<p>Please list references the district can contact regarding your work history.</p>				
	<b>Full name of reference</b>	<b>School district/ firm name</b>	<b>Mailing address</b>	<b>Position/title</b>	<b>Phone number</b>

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<b>Other Work Experience</b>	<p>Please provide a list of all other jobs you have held in the past three years. Attach additional sheets if necessary.</p>
	Employer name and location:
	Position/title held:
	Dates employed: From _____ to _____
	Supervisor's name and phone:
	Reason for leaving:
	Employer name and location:
	Position/title held:
	Dates employed: From _____ to _____
	Supervisor's name and phone :
	Reason for leaving:
	Employer name and location:
	Position/title held:
	Dates employed: From _____ to _____
	Supervisor's name and phone :
	Reason for leaving:

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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>Have you ever resigned from, or otherwise left, any type of employment in lieu of, to avoid, and/or to cease an investigation of misconduct? _____ If yes, please provide details.</p> <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><b>Pre-Employment Affidavit:</b>  I declare the following: I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature <span style="float: right;">_____</span>  <span style="float: right;">Date</span></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.*

The district Title IX Coordinator is Rick Albritton, 500 S. Trinity, Gilmer, TX 903.841.7400.