

Leonard Independent School District
1 Tiger Alley
Leonard, Texas 75452
903-587-2318

Employment Application for Substitute Personnel

We consider applicants for all positions without regard to race, color, national origin, age, religious, sex, marital status, veteran or military status, disability, or any other legally protected status.

Date of application _____ Date Available _____ Social Security Number _____

Name _____
Last First Middle Initial

Other name(s) that may appear on records _____
(Used for certification, reference, and criminal history record checks)

Are you legally entitled to work in the United States? Yes No U.S. Citizen: Yes No

Present Address: Permanent Address (If Different):
 Street _____ Street _____
 City _____ City _____
 State _____ Zip Code _____ State _____ Zip Code _____
 E-Mail Address _____
 Work Phone _____ Home Phone _____ Cell Phone _____

Education – Copies of all Transcripts and Teaching Certificates are Required for Application to be Considered if Applying for Substitute Teaching.

High School _____ Location _____

Colleges/Universities/Vocational/ Trade School/Others attended	City, State	Major	Minor	Degree	Date Earned MM/DD/YY

Certification Status (If a Certified Teacher)

Texas Provisional Texas Standard Renewable Texas Professional
 Texas 1 year Permit Texas Professional Other State None

Select Type of Certificate (If a Certified Teacher)

Complete Texas Certification Applied for Texas Certification Out of State Certification Alternative Certification
 Applying for Alternative Certification Texas Emergency Certificate Certification exams (Not Completed)

Preferences (Circle the campus(s) you will substitute at):

Elementary (Pre K-3) Intermediate (4-5) Junior High (6-8) High School (9-12)
 Bus Driver Child Care Center Elementary Cafeteria High School Cafeteria

Bus Driver Substitutes are Required to Provide Proof of CDL and S Endorsement. Physical is also Required.

Circle the days you are available to substitute:

Monday Tuesday Wednesday Thursday Friday

Public School Work/Subbing Experience (List in Chronological Order – Most Recent First)

From		To		No. of		School Name With Address	Name of Supervisor Title/Telephone Number	Grade or Subject Taught	Reason For Leaving
Mo.	Yr.	Mo.	Yr.	F/T	P/T				

Have you ever been discharged from any employment, had a contract of employment non-renewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or non-renewal? Yes No

If yes, provide a full description of the circumstances of the discharge, non-renewal or resignation _____

Non School Experience (List in Chronological Order – Most Recent First)

From		To		Employer's Name, Address, Telephone w/Area Code	Supervisor	Position (Brief Description)	Salary/ Rate of Pay	Reason For Leaving
Mo.	Yr.	Mo.	Yr.					

Professional References (Please Print)

Applicants are required to furnish at least four references. Applicants with teaching experience should include superintendents, principals, and teachers as references. Beginning teacher applicants should include college instructors and public school supervisory teachers. Please do not list relatives.

Leonard Independent School District interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.

Full Name of Reference	Place of Employment/Position	Phone/Fax Number	Address	City, State, Zip

Miscellaneous Information

List relatives who are either employed by LISD or members of the LISD Board of Trustees and include the family relationship.

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? Yes No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. LISD conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment.

Have you ever been a substitute with our District before? _____

If yes, give date(s) you were a substitute for LISD _____

Have you filed an application with our District before? _____

If yes, give date(s) and position(s) applied for _____

Do you possess a certificate of any kind that is currently suspended, revoked, or pending such action in any state? Yes No

If yes, which state? _____