

PRAIRIE LEA INDEPENDENT SCHOOL DISTRICT SUBSTITUTE EMPLOYEE APPLICATION

P.O. Box 9 / 6910 San Marcos Hwy, Prairie Lea, TX, 78661 Ph/Fax: 512-488-2370/9006 Email: subinfo@prairielea.txed.net URL: www.prairielea.txed.net

Name: _____ Email Address _____

Address _____

Phone Contacts: #1 _____ #2 _____ #3 _____
area code + number (try this # 1st) area code + number (try this # 2nd) area code + number (try this # last)

EDUCATION

High School _____ Diploma Yes No G.E.D.* (non-teaching only)

University #1 _____ Degree Yes No If yes- Type of Degree _____

University #2 _____ Degree Yes No If yes- Type of Degree _____

Trade/Teaching _____ Certification Yes No If yes- Certified In: _____

I am attending/have attended college, but do not have a degree yet. My total earned college hours so far are: _____

Describe experiences (work, parenting, coaching, etc.) that relate to education, children, & the position for which you are applying and would contribute to your success as a substitute employee. If you require more space, check the MORE INFORMATION box at the end of this page & continue on the back.

List references that can confirm your reliability, patience, knowledge, and other characteristics that indicate your ability to succeed in this position:

Name _____ Relationship to applicant _____ Phone _____

Name _____ Relationship to applicant _____ Phone _____

Name _____ Relationship to applicant _____ Phone _____

Grades Levels/Subjects/Assignments I will accept: PK- 2 3-5 6-8 9-12 Custodial Cafeteria Bus Driver*

Note: Preference is given to those with **Monday** and **Friday** availability and those who indicate **grades 6-8** availability.

My strongest subject in school was/is: Reading/English Math Science History Other _____

CHECK THE APPROPRIATE BOXES/BLANKS BELOW THAT INDICATE YOUR WORK AVAILABILITY:

<input type="checkbox"/> MONDAY	__ 7:40-3:40 (all day)	1 ST SHIFT ONLY	__ 7:30-11:30	2 ND SHIFT ONLY	__ 11:00-3:00
<input type="checkbox"/> TUESDAY	__ 7:40-3:40 (all day)	1 ST SHIFT ONLY	__ 7:30-11:30	2 ND SHIFT ONLY	__ 11:00-3:00
<input type="checkbox"/> WEDNESDAY	__ 7:40-3:40 (all day)	1 ST SHIFT ONLY	__ 7:30-11:30	2 ND SHIFT ONLY	__ 11:00-3:00
<input type="checkbox"/> THURSDAY	__ 7:40-3:40 (all day)	1 ST SHIFT ONLY	__ 7:30-11:30	2 ND SHIFT ONLY	__ 11:00-3:00
<input type="checkbox"/> FRIDAY	__ 7:40-3:40 (all day)	1 ST SHIFT ONLY	__ 7:30-11:30	2 ND SHIFT ONLY	__ 11:00-3:00

In case of an emergency, please notify: _____
Name Phone Number

My signature below certifies that the information above is accurate and that I have not been convicted of, plead guilty, or no contest (nolo contendere) to, or received probation for a felony or any offense involving moral turpitude or if I have, I have checked the "MORE INFORMATION" box at the bottom of the page and have described the nature of the offense. I understand that a felony conviction is not an automatic bar to employment but is dependent upon certain variables.

Applicant Signature Date First Day Available to Work

<input type="checkbox"/> YES <input type="checkbox"/> NO	I have included MORE INFORMATION on the back of this page regarding my skills or personal history. Checking this box and including additional information is optional <i>unless including information about felony or moral turpitude convictions</i> -in which case information <i>is required</i> .
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