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# Substitute Teacher

Application of \_\_\_\_\_

Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Present Position

for \_\_\_\_\_

Substitute (campus preference)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Rotan Independent School District  
102 N. McKinley  
Rotan, TX 79546  
D. Kent Ruffin, Superintendent  
(325) 735-2332

***An Equal Opportunity Employer***

We assure equal opportunity for all applicants. All policies regarding employment will be administered without regard to race, color, creed, religion, national origin, age, handicap, sex or marital status.

**Personal Data**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_-\_\_\_\_-\_\_\_\_  
*Last First MI*

Current address \_\_\_\_\_  
*Street City/State/Zip*

Telephone No. \_\_\_\_\_ Alternate No. \_\_\_\_\_

Other names that may appear on records \_\_\_\_\_

**Assignment Preference**

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

Day(s) of week  Every day  
 Monday  Tuesday  Wednesday  Thursday  Friday

Assignment  Any Assignment  
 Elementary  Junior High  High School  ISS  
 Special Education

Preferred Campus \_\_\_\_\_

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.)

**Educational/Professional Training**

Give full and accurate data regarding your educational development.

School or Institution Name	Course of Study (Major)	Degree or Diploma	Credits or Hours Received
College/University			
Graduate Work			
Special			

**Certification/Licensure**

Certificates or Licenses Currently Held:

- None
- Valid Texas
- Valid Other State \_\_\_\_\_
- Texas One-Year (out-of-state/country): Expiration date: \_\_\_\_\_
- Other: \_\_\_\_\_

Category/Level(s) of Certification: \_\_\_\_\_

Areas of Specialization/Supplemental Certificates/Endorsements (as listed on Certification):

\_\_\_\_\_

\_\_\_\_\_

**Teaching Experience**

List teaching experience beginning with the most recent. Add additional sheets if necessary.

Name of School or Institution & Location	Type of Assignment	Dates Taught	Principal's Name & No.	Reason for Leaving
<b>Total Years of Teaching:</b>				

**Other Work Experience**

Employer Name/ Location	Position/Title	Dates Employed	Supervisor's Name & No.	Reason for Leaving

Give at least five references, especially superintendents and principals under whom you have taught, who have first-hand knowledge of your character, personality, scholarship, and teaching ability.

**References**

Name & Position/Title	School District/ Firm Name	Mailing Address	Area Code/ Phone No.

**General Information**

Do you have a relative who serves on the Board of Trustees or is an employee of Rotan ISD? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the relative's name and relationship: \_\_\_\_\_

\_\_\_\_\_

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, 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.)*

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**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 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 parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is required by Texas Education Code §21.917 to obtain criminal history record information on applicants from employment.

\_\_\_\_\_  
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 a period not to exceed 24 months. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applicants are being accepted at that time.