



Valley View Independent School District

9701 S. Jackson Rd.

Pharr, Texas 78577

(956) 843-2689 or (956) 843-3002

EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHERS

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, veteran or military status, the presence of medical condition, disability or any other legally protected status.

An Equal Opportunity Employer

Personnel Data	Date of Application _____	Social Security Number: <u>XXX – XXX -</u>			
	Name _____				
	_____ <small>Last</small>	_____ <small>First</small>	_____ <small>Middle Initial</small>		
	Current Address _____				
	_____ <small>Street/Box</small>	_____ <small>City</small>	_____ <small>State</small>	_____ <small>Zip Code</small>	
	Mailing Address (if different than above) _____				
Work Phone _____	Cell Phone _____	Home Phone _____	E-mail _____		
Other name that may appear on records _____			(Used only for reference checks)		
Availability	Are you able to work full day? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, place a "✓" mark by the days in which you will be available to work.			
	Morning: Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>
	Afternoon: Mon <input type="checkbox"/>	Tues <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>
Education	Check "✓" the highest level of education attained:				
	<input type="checkbox"/> High School graduate	<input type="checkbox"/> GED	<input type="checkbox"/> Less than two years of college		
Campus Desired	Place a "✓" by the campus where you would like to substitute.				
	<input type="checkbox"/> Valley View Elementary	<input type="checkbox"/> Valley View Junior High			
	<input type="checkbox"/> North Elementary	<input type="checkbox"/> Valley View High School			
	<input type="checkbox"/> Wilbur Lucas Elementary				

Valley View I.S.D. will require that substitute teacher applicants distribute two (2) recommendation forms to the following mentioned references. Please list references the district can contact regarding your work history and performance. Reference information is confidential, please provide reference a recommendation form and a stamped envelope addressed to Valley View Independent School District, Personnel Services Office, 9701 S. Jackson, Pharr, TX 78577.

References

Full name of Reference	School District/firm name	Mailing address	Position/title	Area code/ Phone number

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 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.

I understand that the district is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

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 **365** days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

Work Experience

Please provide a complete list of all positions you have held in the past 5 years. List the most recent first. Attach additional sheets if necessary. Attach resume if available.

Employer and location	Position/title	Date employed	Reason for leaving

Special Skills

List specific skills and any machines or equipment you can operate. Include typing speed.

1. _____ 2. _____
 3. _____ 4. _____
 5. _____ 6. _____

General Information

Do you speak English? No____ Some____ Fluently_____

Do you reside within the Valley View Independent School District boundaries? Yes No

Do you have a relative who serves on the Valley View ISD Board of Education?

Yes No If yes, please provide the relative's name and relationship:

Do you have a relative who is employed by the Valley View ISD either by Consanguinity Kinship (Blood) or Affinity (Marriage)?

Yes No If yes, please provide the relative's name and relationship:

Have you ever been arrested? (give explanation of arrest) convicted of, or 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)?

Yes No

If yes, please state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication.

(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.)

Effective January 1, 2008, all district employees are required to undergo a fingerprint background check prior to employment.

All substitutes will be required at their own expense have fingerprints processed prior to being activated on the substitute list.

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

Confidential*

The Valley View Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education §Code 22.083). The information requested below is necessary to obtain criminal history record information.

I hereby authorize the Valley View Independent School District to conduct investigation inquiries into police records, data prison system, the Department of Public Safety, and/or any other criminal records to determine my acceptability for employment.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of Birth _____

Sex: Male Female

Ethnicity: 1. American Indian or Alaskan Native
 2. Asian or Pacific Islander
 3. Black, Not of Hispanic Origin
 4. Hispanic
 5. White, Not of Hispanic Origin

Driver's License Number _____ State _____

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used *solely* for the purpose of obtaining criminal history record information.

I understand that if I am employed by Valley View Independent School District, I may be discharged from my position if the District obtains information of my conviction for a felony, or any offense involving moral turpitude, that I did not disclose to the District.

Signature

Date

- ***This report will be removed from the application and filed separately in the personnel office.***



Valley View Independent School District

RECOMMENDATION FORM BY FORMER OR CURRENT EMPLOYERS



All forms are to be mailed to the personnel department by person filling out recommendation form.

SECTION I: APPLICANT'S INFORMATION	REFERENCE INFORMATION:
Name of Applicant: _____	Reference Name _____
Social Security Number: _____	Title _____
Position Applying For: _____	Address _____

AUTHORIZATION STATEMENT

I have applied for employment with Valley View ISD. I authorize Valley View ISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment/education. References, which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

Signature of Applicant

Date

SECTION II. Please rate the applicant by checking the appropriate box below.

CHARACTERISTICS	EXCELLENT	STRONG	SATISFACTORY	BELOW AVERAGE	NO BASIS TO JUDGE
General appearance, appropriate dress, grooming					
Exercises professional judgment when absent from work					
Accepts constructive criticism					
Communicates information effectively					
Demonstrates good judgment					
Establishes personal growth and career goals					
Effectively diagnosis and addresses situations or conditions appropriately					
Displays a practical approach to problem solving					
Inspires cooperation and confidence					
Provides support and assistance when needed					
Is receptive to new ideas and changes					
Is knowledgeable and current in field					

SECTION III. For Teacher Position ONLY, please answer the following.

CHARACTERISTICS	EXCELLENT	STRONG	SATISFACTORY	BELOW AVERAGE	NO BASIS TO JUDGE
Handles matters in a fair and consistent manner					
Communicates student's successes and failures to parents					
Demonstrates knowledge of subject matter					
Demonstrates ability to identify and address student needs					
Uses a variety of instructional methods/strategies					
Assigns work which is relevant and purposeful					
Works well as part of an instructional team					
Encourages student performance consistent with ability					
Classroom management and organizational skills					

Classroom management and organizational skills

How long have you known the applicant? _____ In what capacity? _____

Would you employ the applicant for the position desired? _____

Indicate your relationship with the applicant: _____

Signature of Reference

Official Position

Date

Company/School District

() _____
Work Telephone