

# Hitchcock

## INDEPENDENT SCHOOL DISTRICT

8117 Highway 6, Hitchcock, TX 77563

(409) 986-5514 Office, 409-986-5141 Fax

*Michael F. Bergman, Ed.D.*  
Superintendent  
[mberman@hitchcockisd.org](mailto:mberman@hitchcockisd.org)

### Application for Substitute Teaching Employment

Name \_\_\_\_\_  
(Last) (First)

#### To the Applicant

Credentials required of Applicant for consideration for employment

1. A properly completed application. Include:
  - a. Application
  - b. Completed criminal history background check form
  - c. Resume
  - d. Copy of high school diploma/ GED
  - e. A transcript for all college and/or university work. An Official transcript is required, if employed.
  - f. The names of at least four (4) persons who can provide a professional recommendation for you. Please provide complete mailing address, including zip code, and a telephone number.

Applications may be obtained at the Hitchcock ISD Administration Office or the Hitchcock ISD website: [www.hitchcockisd.org](http://www.hitchcockisd.org)

Submit application by mail or by fax to 409-986-5141.

Brenda J. Taylor, Superintendent's Secretary  
Hitchcock ISD  
8117 Highway 6  
Hitchcock, TX 77563

Phone: 409-986-5514  
Job openings posted at [www.hitchcockisd.org](http://www.hitchcockisd.org)

2. Applications will be active for one (1) year from date of receipt.

Administrative Procedures  
Effective 2008-2009

PROCEDURES – SUBSTITUTE TEACHER

1. Complete Substitute Application.  
Return to Hitchcock ISD Administration Office, 8117 Highway 6, Hitchcock, TX, Attention: Superintendent's Secretary
2. Qualifications will be checked:
  - Must have a minimum of 30 semester hours of college work; or
  - Must have a high school diploma/GED and have successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) exam. *(If you do not have a minimum of 30 semester hours of college work, you will need to contact the Administration Office, Attention: Human Resource at 409-986-5514, to schedule a date and time to take the PAKS exam.)*
3. Criminal History Background Check will be performed – must be clear.
4. Must provide a copy of all college transcripts documenting the number of semester hours successfully completed and degrees conferred, if applicable. If you do not have any college hours, you must provide a copy of your high school transcript showing date of graduation or a copy of your GED. Transcripts are to be submitted with your application.
5. Classifications:
  - Level I – Persons with a bachelor degree or higher, and/or a teaching certificate.
  - Level II—Persons with an associate's degree
  - Level III—Persons who meet the following requirements
    - a. Possess a minimum of 30 semester hours of college work or
    - b. Possess a high school diploma/GED and who have successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) exam
    - c. Are at least 21 years of age
6. Substitute Orientation: The Orientation will be scheduled twice a year in August and in January.
7. Once all employment requirements have been successfully completed, the applicant's name will be added to the HISD Substitute List and distributed to the campus principals and secretaries.

Pay Scale for Substitute Teachers

Level I	\$11.43 per hour
Level II	\$10.00 per hour
Level III	\$ 9.29 per hour

The above salary rates are applicable beginning on the first day and continuing through the tenth consecutive day of substitution for the same teacher. Beginning with the 11<sup>th</sup> day and continuing through a consecutive teaching span for the same teacher, a substitute shall be paid an additional \$10 per day.

Employment of Substitutes who teach 11 or more consecutive days for the same teacher shall be subject to review by the Superintendent after a recommendation by the building principal.

A substitute who is fully certified and serving as a replacement for the same teacher in excess of 30 days shall be paid \$100 per day

A highly qualified teacher substituting in his or her teaching field, in a long-term position, may receive additional compensation as approved by the Superintendent.

Pay Dates

Substitute paychecks will be mailed on the 15<sup>th</sup> and on last working day of the month.

## EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

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

*An Equal Opportunity Employer*

<b>Personal Data</b>	Date of application _____ Social Security number _____			
	Name _____ <small style="display: block; text-align: center;">Last First Middle initial</small>			
	Current address _____ <small style="display: block; text-align: center;">Street/Box City State ZIP Code</small>			
	Other address where you may be reached _____			
	Work phone _____ Home phone _____			
<b>Position Data</b>	Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</small>			
	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 _____ ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
<b>Education/Training</b>	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 <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education _____			
	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated <small>(College only)</small>

**EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER**

<b>Certification</b>	Certificate or License Currently Held: <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State _____ <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____			
	Level(s) of Certification: _____  Areas of Specialization/Endorsements (as listed on certification): _____ _____ _____ _____			
<b>Teaching Experience</b>	List teaching experience beginning with most recent years.			
	Name and location of school	Type of assignment	Dates taught	Reason for leaving
<b>Other Work Experience</b>	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.			
	School district/firm name	Position/title	Dates employed	Reason for leaving

## EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

<b>Assignment Preference</b>	<p>Please list the days you are available to substitute and your assignment preferences.</p> <p>Day(s) of week <input type="checkbox"/> Every day or only the following:  <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday</p> <p>Assignment <input type="checkbox"/> Any or only the following:  <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education</p> <p>Preferred campuses _____          _____</p> <p>Are you receiving Texas Teacher Retirement (TRS) benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No          (The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)</p>																													
<b>General Information</b>	<p>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)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____          _____          _____</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>References</b>	<p>Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th> <th style="width: 15%;">School district/ firm name</th> <th style="width: 25%;">Mailing address</th> <th style="width: 20%;">Position/title</th> <th style="width: 20%;">Area code, phone number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Full name of reference	School district/ firm name	Mailing address	Position/title	Area code, phone number																				
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**EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER**

**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.

**CRIMINAL HISTORY RECORD INFORMATION REQUEST**

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The Hitchcock Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing address \_\_\_\_\_  
*Street City State Zip*

Sex:  Male  Female Ethnicity:  Black  White/Other

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form will be removed from the application and filed separately in the HR office.

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, LI Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Hitchcock ISD  
Agency Name (Please print)

Brenda J. Taylor  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

<b>Please:</b>		
<b>Check and Initial each Applicable Space</b>		
CCH Report Printed:		
YES _____	NO _____	_____ initial
Purpose of CCH: _____		
Hired _____	Not Hired _____	_____ initial
Date Printed: ____/____/____		_____ initial
Destroyed Date: ____/____/____		_____ initial
<b>Retain in your files</b>		

**Hitchcock Independent School District  
Professional Reference Release Form**

Fill in the top portion of the reference for each employment reference you have listed on your application. If no employment references are available, you may then list personal references. The top portion of the reference report must be filled out, signed and returned with your application. The Human Resources Department will mail the reference forms. ONLY reference forms mailed from the Human Resources Department will be acceptable and valid references.

I, the undersigned, give Hitchcock Independent School District (Hitchcock ISD) authorization to contact this reference. I hereby authorize all persons, schools, companies, corporations, law enforcement agencies, and the Industrial Accident Board to release any information contained in my employment record, school records, criminal records, and Workers' Compensation records to the Hitchcock ISD. I do release them from any liability and responsibility arising from their doing so. I am willing that a true copy of this authorization be accepted as the same authority as the original.	
To: _____	Applicant Name (print) _____
Address: _____	Position Desired _____
_____	Social Security Number _____
Date: _____	Applicant Signature _____

Applicant must fill in information above this line.

Please indicate by a check mark your rating of the applicants qualities as listed below.

	Clearly Outstanding	Exceeds Expectations	Satisfactory	Below Expectations	Unsatisfactory
Teaching Effectiveness or probable effectiveness					
Attitude Toward Children recognizes needs					
Work Habits					
Personality wholesome, pleasing					
Intellectual Capacity					
Emotional Stability self-control					
Social Qualities evidence of social maturity					
Adaptability to Job Assignment					
Use of English in writing, conversation, and speech					
Public Relations					
Between what dates have you know the applicants= work?					
	From:	Mon/day/year	To	Mon/day/year	
What position did the applicant occupy and at what school or organization?					
If considering this person for a position, would you: <input type="checkbox"/> Employ without looking further <input type="checkbox"/> Consider strongly, but look at additional applicant <input type="checkbox"/> Not consider for employment					

Please add any comments that might be helpful to us in evaluating this applicant on the reverse side of this sheet.

Signature: _____	Position: _____	Date: _____
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Please return to: Hitchcock Independent School District  
Personnel  
8117 Highway 6  
Hitchcock, Texas 77563