

**SUBSTITUTE/SHORT COURSE TEACHER APPLICATION
WINDHAM SCHOOL DISTRICT**

Please check those that apply:

- New Applicant
- Former Employee
- TRS Retiree
- ERS Retiree

Substitute Teacher **Short Course Instructor**

This application is to be completed by applicants wishing to substitute OR teach short course only (not for full-time positions). The information requested below is required to conduct a criminal history investigation. Other items to complete your application are: 1) **copy of driver's license (with future expiration date); 2) copy of social security card (front & back if laminated); 3) copies of college transcript verifying degree OR copy of high school diploma/GED; ACADEMIC TEACHERS: 4) **copy of teacher certificate (if certified); VOCATIONAL SHORT COURSE TEACHERS:** 5) **if you want to qualify for a vocational short course, a completed History of Qualifications (HOQ).****

1. Name _____ 2. Social Security No. _____ - ____ - _____
(as it appears on your social security card)
3. Highest education level attained GED High School AA BA/BS MA/MS PHD/EDD
(if less than BS how many college hours completed)
4. Have you used any other names (maiden name, alias, etc.)? Yes No If yes, please list: _____
5. EMAIL: _____
6. Mailing Address _____ City _____ State _____ Zip _____
7. Phone Number (____) _____ 8. Driver's License # _____ State _____
9. Race: White Hispanic Asian/Pacific Islander Black American Indian
10. Sex: Male Female 11. Date of Birth: _____ 12. Place of Birth (State): _____
13. Are you now or have you previously been employed by TDCJ-ID/Windham? Yes No If yes, give Department and Dates: _____
14. Are you related to any INMATE currently in TDCJ-ID? Yes No Unknown If yes, list TDCJ-ID number, relationship and unit: _____

Read the definition of conviction in Question 16. When answering questions 13 thru 16, do not include: 1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; 2) any conviction whose record was expunged under Federal or State Law; 3) routine traffic violations. DWI, DUI, and DWLS are not routine traffic violations and must be listed.

15. Do you have any criminal charges currently pending? Yes No If yes, please explain _____
16. Are you now or have you ever been on probation (adjudicated or unadjudicated) or parole? Yes No If yes, please explain: _____
17. Have you ever forfeited collateral as a result of being charged with a criminal act? Yes No If yes, please explain: _____
18. Have you ever been convicted of a crime? Yes No (For our purposes, conviction also includes deferred adjudication, paid fine, or placed on probation/pretrial diversion.) Include those that may not appear on record at this time. If yes, provide the following information:

	Felony Conviction(s)	Misdemeanor Conviction(s)
When		
Where		
Charge		
Results		

I certify that the above answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating eligibility to substitute or teach a short course.

_____ Date

_____ Applicant Signature

19. List the last three places of employment, beginning with the current employer.

Name	Address	Telephone

In order for us to determine your geographic preferences for employment, please check the area(s) in which you are willing to accept employment. You will be considered for employment ONLY in the area(s) you have indicated.

NORTH TEXAS REGION

BEAUMONT - 22

DAYTON - 10

DALLAS AREA

Bonham - 33

Dallas - 50

New Boston - 34

LIVINGSTON AREA

Jasper - 36

Livingston - 21

Woodville - 13

HUNTSVILLE AREA

Huntsville - 02

Lovelady

Midway

PALESTINE AREA

Fairfield/Teague - 17

Palestine/Tenn. Colony - 05

Rusk - 08

SOUTH TEXAS REGION

AUSTIN - 52

BEEVILLE AREA

Beeville - 16

Cuero - 38

Kenedy - 39

BRYAN - 43

DILLEY AREA

Cotulla - 44

Dilley - 15

EDINBURG - 41

EL PASO - 29

HOUSTON AREA

Houston - 27

Humble/Atascocita - 48

NAVASOTA - 07

RICHMOND - 04

ROSHARON / ANGLETON - 03

SAN ANTONIO AREA

Hondo - 18

San Antonio - 51

WEST TEXAS REGION

ABILENE - 23

PANHANDLE AREA

Amarillo - 11

Childress - 14

Dalhart - 24

Pampa - 20

Plainview - 25

Tulia - 45

FORT STOCKTON - 30

GATESVILLE/MARLIN AREA

Gatesville - 06

Marlin - 12

LUBBOCK AREA

Brownfield - 26

Lubbock - 46

SNYDER AREA

Colorado City - 47

Lamesa - 19

Snyder - 09

WICHITA FALLS - 32

Mail this application to:

Warehouse

Mailing Address:

Windham School District
Human Resources Dept.

P. O. Box 40
Huntsville, TX 77342-0040
Internet - <http://wsdtx.org>

Delivery Address:

Windham School District
Windham Education

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