

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

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 substitute teaching, please check the area(s) in which you are willing to substitute. You will be considered ONLY in the area(s) you have indicated.

GULF COAST

- BEAUMONT** - 22
- BRYAN** - 43
- DAYTON** - 10

EAST TEXAS AREA

- Diboll - 42
- Jasper - 36
- Livingston - 21
- Woodville - 13

HOUSTON AREA

- Angleton/Rosharon - 03
- Houston - 27
- Humble/Atascocita - 48
- Sugarland/Richmond - 04

- NAVASOTA** - 07

NORTH TEXAS

- DALLAS** - 50
- FAIRFIELD/TEAGUE** - 17

HUNTSVILLE AREA

- Huntsville -02
- Lovelady
- Midway

NORTHEAST TEXAS AREA

- Bonham - 33
- Marlin - 12
- New Boston - 34
- Winnsboro - 35

PALESTINE AREA

- Palestine - 05
- Rusk - 08

SOUTH TEXAS

- AUSTIN** - 52
- SAN SABA** - 53
- BURNET** - 49

BEEVILLE AREA

- Beeville - 16
- Cuero - 38

- GATESVILLE** - 06

- RIO GRANDE/EDINBERG** - 41

SAN ANTONIO AREA

- Cotulla - 44
- Dilley - 15
- Hondo - 18
- Kenedy - 39
- San Antonio - 51
- San Diego - 40

WEST TEXAS

ABILENE AREA

- Abilene - 23
- Breckenridge - 31

AMARILLO AREA

- Amarillo - 11
- Dalhart - 24
- Pampa - 20
- Tulia - 45

- BROWNWOOD** - 28

- CHILDRESS** - 14

- EL PASO** - 29

- FORT STOCKTON** - 30

LUBBOCK AREA

- Brownfield - 26
- Lamesa - 19
- Lubbock - 46
- Plainview - 25

SNYDER AREA

- Colorado City - 47
- Snyder - 09

- WICHITA FALLS** - 32

Mail this application to:

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 Warehouse
 804 Bldg. A FM 2821 West
 Huntsville, TX 77320
 (936) 291-5321