

# SUBSTITUTE EMPLOYMENT APPLICATION

**CHAPARRAL STAR ACADEMY**  
 14046 Summit Dr. Austin, TX 78728  
 512-989-2672

**EQUAL OPPORTUNITY AND NONDISCRIMINATION** *Chaparral Star Academy does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in providing education, access to services, activities, programs, and equal employment opportunities.*

<b>PERSONAL INFORMATION</b>	Date of Application _____ Social Security Number _____ Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> <span>Last</span> <span>First</span> <span>MI</span> </div> Address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Zip</span> </div> Home phone _____ Work phone _____ Cell phone _____ Date of Birth _____ E-mail Address: _____ What is your preferred method of contact? (e.g. e-mail, text, voice) _____ For which grades would you be willing to substitute? _____ For which subjects would you be willing to substitute? _____																													
<b>EDUCATION/TRAINING</b>	<b>SCHOOL</b>	<b>NAME &amp; ADDRESS OF SCHOOL</b>	<b>COURSE OF STUDY</b>	<b>DIPLOMA /DEGREE</b>	<b>YEAR GRADUATED</b>																									
	HIGH SCHOOL																													
	COLLEGE																													
	OTHER																													
<b>WORK EXPERIENCE</b>	<p style="text-align: center;"><b>Please provide a complete listing of all positions you have held. Attach additional sheets if necessary. List most recent experience first.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">School District or Firm Name</th> <th style="width: 25%;">Position or Title</th> <th style="width: 15%;">Dates Employed</th> <th style="width: 10%;">No. Yrs.</th> <th style="width: 30%;">Reason for Leaving</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>					School District or Firm Name	Position or Title	Dates Employed	No. Yrs.	Reason for Leaving																				
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<b>CERTIFICATION</b>	<b>Type</b>	<b>State</b>	<b>Expiration Date</b>	<b>Subjects</b>	<b>Grade Level</b>
Substitute Training Location: _____ Date: _____					
<b>REFERENCES</b>	Please list at least four professional references who may be contacted regarding our teaching, preparation for teaching, or work history. Include managers/supervisors at the last two employing organizations who evaluated or supervised your performance.				
	<b>Full Name of Reference</b>	<b>School District or Firm Name</b>	<b>Mailing Address</b>	<b>Position or Title</b>	<b>Area Code/Phone Number</b>
<b>GENERAL INFORMATION</b>	<p>Are you a former Chaparral Star Academy employee? _____ Yes _____ No          If former employee, give dates of employment: _____</p> <p>Do you have a relative who is a member of the Chaparral Star Academy Governing Board? _____ Yes _____ No          If yes, please give the name of relative and relationship: _____</p> <p>Are you currently receiving benefits from TRS? _____ Yes _____ No</p> <p>Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, indecency with a minor)? _____ Yes _____ No          If yes, please state where, when, and the nature of the offense:          _____</p> <p><b>(Conviction of a felony 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.)</b></p>				
<b>INFO</b>	Please describe your availability. Please make sure to answer how much notice do you need (e.g. 10 minutes, 1 day) and whether or not you are available the same day.				
<b>VERIFICATION</b>	<p>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.</p> <p>I authorize the references listed above to inform Chaparral Star Academy of any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing the same.</p> <p>I understand Chaparral Star Academy is required by Texas Education Code Section 22.083 to obtain criminal history record information on applicants selected for employment. (A form for this purpose is attached.)</p> <p>_____          Signature _____ Date _____</p>				

# Chaparral Star Academy

## Addendum to Application

### Confidential

Chaparral Star Academy is required by state law to obtain a criminal history record on all applicants for employment with the school (Texas Education Code Section S21.917). Section 22.083 of the Education Code authorizes a school district to obtain criminal history record information from any law enforcement of criminal justice agency on applicants, employees, or volunteers of the school. The information requested below is necessary to obtain criminal history record information.

Full Name:

\_\_\_\_\_

Last	First	Middle
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Maiden Name: \_\_\_\_\_ Driver's License State & # \_\_\_\_\_

House Address & Number: \_\_\_\_\_ Apt. number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ethnicity: \_\_\_\_\_ Hispanic  
\_\_\_\_\_ White (not of Hispanic origin)  
\_\_\_\_\_ Black (not of Hispanic origin)  
\_\_\_\_\_ Asian of Pacific Islander  
\_\_\_\_\_ American Indian or Alaskan Native

*I understand 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 authorize Chaparral Star Academy to obtain copies of any information pertaining to any criminal history record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for employment.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Upon employment this form will be removed from the application and filed separately in the personnel office.