

AUSTIN INDEPENDENT SCHOOL DISTRICT

Office of Human Resources/Substitute Office
 1111 W. 6TH Street, Building D-130
 Austin, Texas 78703-5338
 Telephone: (512) 414-2611

APPLICATION FOR SUBSTITUTE SERVICES

AN EQUAL OPPORTUNITY EMPLOYER

DATE: _____

FOR OFFICE USE

Degree Code _____
 SSF Results _____
 DPS sent _____
 DPS rec. _____
 Approval sent _____
 Received. _____
 Orient. Ltr. _____
 Orientation _____
 Profile _____
 SubPay _____
 I-9 _____ W-4 _____

POSITION(S) APPLYING FOR (Circle Preference):

1. Substitute Teacher 2. Classified / Clerical Substitute (Teacher Assistant, Security Guard, Clerk, Secretary, etc.)

Are you CURRENTLY a student teacher? YES NO UNIVERSITY _____

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle: _____ Social Security Number: _____

Other names which may appear on official records: _____

Present Street Address: _____
 Street _____

City _____ State _____ Zip _____ (Area Code) Telephone Number _____ Alternate Telephone Number _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No

If yes, please explain: _____

Are you fluent in a language other than English? Yes No If yes, please list: _____

Have you ever been employed by the Austin I.S.D.? Yes No

If yes, position held: _____ Name of Supervisor: _____

Dates of employment: _____ Reason for leaving: _____

School/Department: _____ Name at time of employment: _____

Are you **retired** with the Texas Retirement System (TRS)? Yes No If yes, date of retirement: _____

What Texas school district are you **retired** from: _____

Do you have relatives who are either a member of the Board of Trustees of the Austin Independent School District or who are employed in any capacity in the Austin Independent School District? Yes No If yes, please list all: _____

EDUCATION

Name of Institution	Location	Date of Graduation	Level of Degree (BA,MA,Ph.D) or # of college hours if no degree	Major	Minor
High School					
Colleges					
Other					

TEACHING CERTIFICATES/ENDORSEMENTS/LICENSES

Type of Certificate/Endorsement/License	State	Date of Expiration	Subjects/Grades/Areas Covered

