



# FORSAN INDEPENDENT SCHOOL DISTRICT



forsan.esc18.net  
P.O. Drawer A  
Forsan, Texas 79733  
(432) 457-2223

(SUBSTITUTE) **Employment Application for Service and Support Personnel** (SUBSTITUTE)

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*An Equal Opportunity Employer*

<b>Personal Data</b>	Date of Application _____ Social Security # _____
	Name _____ <i>Last First Middle Initial</i>
	Current Address _____ <i>Street/Box City State Zip Code</i>
	Other address where you may be reached _____
	Work Phone # _____ Home Phone # _____

<b>Position Data</b>	Position for which you are applying _____
	Type of Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer Only
	Date Available _____    Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Former <b>Forsan ISD</b> Employee <input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, give dates of employment \_\_\_\_\_

<b>Education/Training</b>	Check highest level attained.
	<input type="checkbox"/> Not high school graduate (Circle last grade completed.)    1   2   3   4   5   6   7   8   9   10   11   12 <input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years college <input type="checkbox"/> Two or more years college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education
	Licenses/certifications held _____

School Attended: List all applicable information.			
Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree or Certificate	Year Graduated (College Only)

<b>Work Experience</b>	Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first. Attach additional sheets if necessary.			
	Employer and Location	Position/Title	Dates Employed	Reason for Leaving
<b>Special Skills</b>	List specific skills and/or any machines or equipment you can operate. Include typing speed and number of years experience.			
	1. _____	4. _____		
	2. _____	5. _____		
	3. _____	6. _____		
<b>General Information</b>	<ul style="list-style-type: none"> <li>• Do you have a relative who is a member of the <b>Forsan ISD</b> Board of Education?  <input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, please give the name of relative and relationship: _____  _____</li> <li>• Have you ever been convicted of a felony or 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    If yes, please state where, when, and the nature of the offense: _____  _____</li> </ul>			
	<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>			
	Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.			
<b>References</b>	Full Name of Reference	School District/ Firm Name	Mailing Address	Position/Title

I hereby certify that the information presented in this application to the best of my knowledge is true, accurate and complete. Any false statements in this application will be sufficient reason for dismissal from, or refusal of, employment. I hereby authorize Forsan Independent School District to contact the references listed on this application. I agree that all information obtained from the references contained herein shall be confidential and shall not be made available to me. I also authorize FISD to obtain any criminal history record information relevant to this application for employment from any pertinent source in accordance with the provisions of the Texas Education Code Section 21.917, and I further authorize any law enforcement agency, including, but not limited to, any police department or the department of Public Safety as well as the Texas Department of Corrections to furnish the Forsan Independent School District any such record.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

FORSAN INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE AVAILABILITY STATEMENT

Please check the areas for which you wish to substitute:

At Elbow as a:

Teacher \_\_\_\_\_  
Secretary \_\_\_\_\_  
Cook \_\_\_\_\_  
Custodian \_\_\_\_\_  
Teacher Asst \_\_\_\_\_  
Bus Driver \_\_\_\_\_

At Forsan as a:

Teacher \_\_\_\_\_  
Secretary \_\_\_\_\_  
Cook \_\_\_\_\_  
Custodian \_\_\_\_\_  
Teacher Asst \_\_\_\_\_  
Bus Driver \_\_\_\_\_

Please circle the days of the week you are available.

MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY

How much time to you require for notification to work?

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Filing Status & Allowances

\_\_\_\_\_  
Street or Box Address

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Education

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Social Security Number

Specify any past experience related to the positions you have checked above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_