



Canton Independent School District

1045 S. Buffalo, Canton, TX 75103

903-567-4179 903-567-2370 fax www.cantonisd.net

REQUIREMENTS FOR SUBSTITUTE TEACHER APPLICATIONS

Substitute Teacher Applicants will be required to provide the following items:

1. Completed Substitute Application
2. Completed Criminal History Record Information Request
3. Completed Substitute Availability Form
4. Substitute Training Packet Signature Sheet

Once an applicant is approved for hire, they will be required to complete a new hire packet and provide the following:

5. Copy of your GED, High School Diploma or College Transcript
6. Copy of your Drivers License and Social Security Card (or other approved I-9 documents)
7. Signed Reasonable Assurance Letter (returned by the deadline)

Interviews may be requested of any applicant. All applicants approved for hire must complete a required criminal history background check including fingerprints before they can be added to the sub list. All charges for fingerprinting are the responsibility of the applicant and may require cash/money order for processing. Please, contact the CISD Administration Office with any questions regarding the substitute teacher hiring process.

Visit www.cantonisd.net and select *Substitute Teaching Information* under the *Employment* tab for an important training video and overview.

**CANTON INDEPENDENT SCHOOL DISTRICT
1045 S. BUFFALO STREET, CANTON, TX 75103
(903) 567-4179 / (903) 567-2370 FAX**

*An Equal Opportunity Employer**

Date of application _____			
Personal Data	Name _____		
	<i>Last</i>	<i>First</i>	<i>Middle initial</i>
	Mailing address _____		
	<i>Street/Box</i>	<i>City</i>	<i>State</i> <i>ZIP Code</i>
	E-mail address _____		
Home phone _____ Cell phone _____ Other phone _____			
Other name that may appear on records _____			
<i>(Used for certification, reference, and criminal history record checks)</i>			
Position Data	List the position(s) for which you are applying _____		
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only		
	Date you can begin work _____		
	Have you been employed by Canton ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If you answered yes, provide dates of employment _____		
Special Skills	List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience.		
	1. _____	4. _____	
	2. _____	5. _____	
	3. _____	6. _____	
Work Experience	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.		
	Employer name and location		Employer name and location
	Position/title held		Position/title held
	Dates employed		Dates employed
	Supervisor's name and phone		Supervisor's name and phone
	Reason for leaving		Reason for leaving



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Work Experience	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
References	Please list references the district can contact regarding your work history.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number
Education/Training	List the highest level of education attained: _____				
	Licenses and certificates granted _____				

	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <i>(College only)</i>	



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General Information	<p>Do you have a relative who serves on the Board of Education or is an employee of Canton ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any 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</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(A felony conviction 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.)</p>
Verification	<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 give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p align="center">_____ Signature</p> <p align="center">_____ Date</p> <p><i>This application becomes the property of the district. The district reserves the right to accept or reject it.</i></p>

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is Jay Tullos, Superintendent, 1045 S. Buffalo, 903-567-4179.



SUBSTITUTE TEACHER – ADDITIONAL INFORMATION

Name _____ Phone # _____ Date _____

1. Please, indicate the days of the week you are available along with any additional scheduling information:

I am available any day (M-F)

OR select specific days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

2. Are you available/willing to teach all grades (circle one): YES / NO

If NO, please indicate which campuses you prefer to work:

- Elementary (K-2nd) Intermediate (3rd-5th)
- Junior High (6th-8th) High School (9th-12th)
- DAEP (Disciplinary Alternative Education Program)
- Special Education Classes

3. How many years have you been a substitute teacher? _____

4. Are you presently employed by another school district as a substitute teacher? _____

If yes, please list the school districts with which you are currently employed:

- a. _____
- b. _____
- c. _____

5. Are you a Texas Certified Teacher or Texas Certified Retired Teacher? YES / NO

6. Are you a Texas Certified Paraprofessional? YES / NO

7. Are you receiving retirement benefits from TRS? _____ ERS? _____

8. Are you employed as a part-time employee by a TRS-covered employer? YES / NO

SUBSTITUTE TEACHER RATES FOR THE 2018-19 SCHOOL YEAR

HS DIPLOMA/GED	60.00 per day
BACHELOR DEGREE	70.00 per day
NURSE SUBSTITUTES w/out BACHELOR DEGREE	70.00 per day
CERTIFIED TEACHER	80.00 per day
IN HOUSE SUSPENSION & DAEP	70.00 per day

Substitutes who are needed long term for the same **teaching** assignment will earn additional pay as noted below:

More than 5 consecutive days is an additional 10.00/day above the appropriate regular rate

More than 20 consecutive days is a rate of
100.00 per day for no bachelor's degree
125.00 per day for bachelor's degree
150.00 per day for teacher certification

CRIMINAL HISTORY RECORD INFORMATION REQUEST

Confidential*

The Canton Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female

Ethnicity: Black White/Other

I understand that 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.

Signature

Date
