



COVINGTON INDEPENDENT SCHOOL DISTRICT

501 N. Main St • Covington, TX 76636 • 254-854-2215
Fax (254) 854-2272

Instructions for completing CISD Application for Substitute Teacher

1. Completed Application Form

All information requested on the application form should be filled out accurately and completely. Names, dates and addresses should be given in full. Put N/A where information does not apply. Return the application in by email to lisa.nivens@covingtonisd.org or fax to (254) 854-2272, or by mail to Covington ISD, Attn: Personnel, 501 N. Main St., Covington, Texas 76636. Please do not send it more than one way. If you should have any questions, please contact us at (254) 854-2215 ext. 10

2. Completed Criminal History Record Information Addendum

In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers, and staff in Texas public schools. Because of this law, Covington ISD is required to review the criminal history of all applicants for substitute teaching. The information requested on the form is necessary to obtain a fingerprint-based criminal background history. Once you have been interviewed and it is decided to hire you as a substitute teacher, we will use this information to request a FAST Pass from the State Board of Education so that you may schedule an appointment to have your fingerprints captured. It is your responsibility to pay the fee for the fingerprint process.

3. High School Diploma/GED Certificate/College Transcripts

A High School Diploma or GED Certificate is required for all positions. It is your responsibility to see that a *copy* of a High School Diploma/GED Certificate and/or college transcripts are included with the application. Without this information your application will be considered incomplete and will not be processed until we receive it.

5. Substitute teachers

By your request for a place on the list of substitute teachers, you are making a commitment to substitute teach when you are called. When you make a commitment to substitute, you should remember that the principal, the teacher who is absent, and the students are relying on you to be here. If any emergency occurs making it impossible to report, the substitute should notify the person that schedules substitutes as soon as possible.

5. Required Documents

The following documents must be on file in the Administration Office prior to beginning substitute duties. Your name will not be added to the substitute list or payroll information will not be processed until all substitute paperwork is complete.

Completed application

Form I-9 and Copy of valid ID

Copy of current Driver's License & Social Security Card

Completed Direct Deposit form

FICA Alternative Retirement Plan

Completed W4 for current year

Copy of High School or college transcript or GED

Consent to perform a criminal background check

7. Please keep us advised of any change of name, address or telephone number.

8. Pay Information

Pay is \$70 per day and \$35.00 for half day except for cafeteria which is \$8.00 per hour. Cut-off date is the 19th of every month. Salaries earned after the 19th will be paid on the next pay date. Payday is the 25th of each month through direct deposit. Your monthly wage statement will be emailed to you each payday so please keep your email address up to date with the administration office. If you do not receive your statement, please contact the administration office.

Please note: Even if your application has been processed and your name added to our substitute list, there is no guarantee that you will be called to substitute teach. Substitute teachers are called on an as needed basis and are not guaranteed substitute teaching opportunities.

COVINGTON ISD EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHER

*An Equal Opportunity Employer**

Date of application _____				
Personal Data	Name _____ <small style="display: inline-block; width: 200px; text-align: center;"><i>Last</i></small> <small style="display: inline-block; width: 200px; text-align: center;"><i>First</i></small> <small style="display: inline-block; width: 150px; text-align: center;"><i>Middle initial</i></small>			
	Current address _____ <small style="display: inline-block; width: 200px; text-align: center;"><i>Street/Box</i></small> <small style="display: inline-block; width: 100px; text-align: center;"><i>City</i></small> <small style="display: inline-block; width: 100px; text-align: center;"><i>State</i></small> <small style="display: inline-block; width: 100px; text-align: center;"><i>ZIP Code</i></small>			
	Other address where you may be reached _____			
	Email address: _____			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</small>			
Assignment Preference	Please list the days you are available to substitute and your assignment preferences.			
	Day(s) of week <input type="checkbox"/> Every day <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday			
	Assignment <input type="checkbox"/> Any assignment <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Special Education <input type="checkbox"/> Cafeteria <input type="checkbox"/> ACE – Afterschool Program <input type="checkbox"/> Other _____			
	Preferred grades <input type="checkbox"/> PK-3 rd <input type="checkbox"/> 4 th -6 th <input type="checkbox"/> 7 th -8 th <input type="checkbox"/> 9 th -12 th <input type="checkbox"/> Special Education			
	Have you ever paid in to the Texas Teacher Retirement System (TRS)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Are you receiving Texas Teacher Retirement (TRS) benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(The amount of time that an individual receiving TRS benefits may be employed without affecting benefits is governed by TRS rules and laws.)</small>			
Position Data	Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees			
	Have you been employed by Covington ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____			
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

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Certification	<p>Teaching Certificates or Licenses Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas Teaching Certification</p> <p><input type="checkbox"/> Valid Teaching Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Teaching Experience	List teaching experience beginning with most recent years.			
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
	Reason for leaving		Reason for leaving	
	Name and location of school		Name and location of school	
	Type of assignment		Type of assignment	
	Dates taught		Dates taught	
	Principal's name and phone		Principal's name and phone	
Reason for leaving		Reason for leaving		

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Other Work Experience	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. 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	
	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

