



# Alamo Heights Independent School District

7101 Broadway- San Antonio, Texas 78209 - Phone 210-824-2483

## SUBSTITUTE APPLICATION

Teacher                       Assistant                       Clerical                       Nurse

Bilingual (Spanish)                      Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address \_\_\_\_\_

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

Home Phone # \_\_\_\_\_ Social Security # \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact and Phone #: \_\_\_\_\_

Are you a substitute teacher in any other school or school district? **YES / NO**

Name of District or Districts: \_\_\_\_\_

Who is your supervisor? Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever interviewed for a position in AHISD? **YES / NO**

What position/campus? \_\_\_\_\_

Are you retired from the Teachers Retirement System of Texas: **YES / NO**

If yes, when did you retire? (Ex: MM/DD/YYYY) \_\_\_\_\_

**Have you ever (circle yes or no):**

1. Received a less than satisfactory employment evaluation from an employer? **YES / NO**
2. Been asked to resign? **YES / NO**
3. Been terminated by a school or school system? **YES / NO**
4. Had your contract non-extended, non-renewed, or terminated by a school system? **YES / NO**
5. Had your contract proposed for non-extension, non-renewal, or termination for some disciplinary reason? **YES/NO**
6. Had a teaching credential or license denied, revoked, or suspended in any state? **YES / NO**
7. Been placed on disciplinary probation or been suspended from any position? **YES / NO**
8. Received a sanction for a credentialing or licensing authority, or had your credentials or license revoked or suspended by such authority? **YES / NO**
9. Been the subject of a sexual harassment complaint? **YES / NO**
10. Have you ever been (1) convicted of, or (2) plead guilty, or (3) received deferred adjudication, or (4) plead no contest (nolo contendere) to a felony or misdemeanor other than minor traffic violations? The scope of inquiry includes but is not limited to, crimes of theft, rape, sexual assault, murder, swindling, indecency with a minor and possession or sale of marijuana or any category of illegal drugs? **YES / NO**
11. If yes, please state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:

*Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.*

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**EDUCATION:** High School Graduate/GED **YES / NO** School name: \_\_\_\_\_

Date of Degree(s):        BA/BS \_\_\_\_\_ MA \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Institution conferring degree(s) \_\_\_\_\_

If no degree, number of semester hours completed \_\_\_\_\_

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**TEACHING EXPERIENCE:**

<u>School/City</u>	<u>Grade/Subject</u>	<u>Dates of Service</u>	<u># of Months Taught</u>
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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**REFERENCES:** *(Please complete three attached reference forms)*

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**SCHOOL PREFERENCES:**

All schools \_\_\_\_\_ (or):

AHHS (9-12) \_\_\_\_\_ AHJS (6-8) \_\_\_\_\_ Cambridge (1-5) \_\_\_\_\_ Woodridge (1-5) \_\_\_\_\_ Howard (Pre-K-K) \_\_\_\_\_

(Texas Certified Teacher) **YES / NO**

**SUBJECT PREFERENCES:** \_\_\_\_\_

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**Application Requirements:**

1. [Substitute Application](#) (pdf file 25KB)
2. [Criminal History Record Information](#) (pdf file)
3. [W-4](#) (pdf file - off site)
4. 3 Completed [References](#)
5. Social Security Card
6. Driver's License
7. Official High School OR College Transcripts  
*e-Transcripts can be sent to [amancera@ahisd.net](mailto:amancera@ahisd.net)*

**The Alamo Heights ISD Title IX Coordinator is Frank Stanage, AHISD Human Resources Coordinator. Any person who wishes to report sexual discrimination or sexual harassment involving any district activity or program may report it by calling 210-832-5955, or via email sent to [fstanage@ahisd.net](mailto:fstanage@ahisd.net).**

*Alamo Heights Independent School District does not discriminate in hiring, promotion, discharge or other aspects of employment on the basis of race, age, religion, disability, gender or national origin.*



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Name \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT IS RESPONSIBLE FOR SENDING THIS FORM TO REFERENCES AND HAVING THIS FORM RETURNED TO THE AHISD DISTRICT OFFICE.

The above named person submitted an application for a substitute teaching/clerical position with the Alamo Heights Independent School District and included you as a reference.

Please complete the evaluation below as accurately as possible by checking (X) the appropriate column for each quality listed. If you have any questions please call us at 210-824-2483.

QUALITITES	Highly Recommended	Recommended	Acceptable	Not Acceptable	No Basis For Judgment
Dependability, Flexibility					
Maturity, Common sense					
Initiative, Enthusiasm					
Communication-Oral and Written					
Empathy/Understanding					
Cooperation-with Administration, Teachers, Parents					
Stability					
Competence					

Do you recommend applicant for employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Relationship to Applicant: <i>(Check items which apply)</i>	Years
_____ Worked under my supervision	_____
_____ Co-worker	_____
_____ Past or current student	_____
_____ Student Teacher	_____
_____ Employer	_____
_____ Other	_____

<b>Comments:</b> _____ _____ _____ _____ _____ _____ _____
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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School District/Firm/Organization

\_\_\_\_\_  
Email/Phone Number

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

\_\_\_\_\_  
Signature

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School District/Firm/Organization

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