



District Fingerprinting Procedures for Substitutes under Senate Bill 9

In 2007, the Texas Legislature passed a law requiring criminal background checks for all school employees/substitutes. The legislature was enacted to ensure the safety of all children, teachers and staff in Texas Public Schools. The requirements include all substitutes, certified for not.

The process is very simple. Once we have your application, we input your information in the SBEC Online system to get a Fingerprint pass for you. The Fingerprint Pass will be emailed to the District and then forwarded to you. The email will have information on scheduling an appointment.

Please note that you will be charged approximately \$40-\$50, which you are solely responsible for paying.

At least 48 hours after your appointment, the district will receive notice via email that your fingerprints are complete and your background check is ready to be viewed. You will then be contacted to complete the new hire paperwork.

Please note that completing your fingerprint process is not a guarantee that you will be called to substitute.

Please feel free to call 940-427-5975 ext. 4001, if you have any questions.

Sincerely,
Kelly Martin
Alvord ISD
Administrative Assistant/
Human Resources

ALVORD INDEPENDENT SCHOOL DISTRICT

PO BOX 70, ALVORD, TEXAS 76225
 PHONE: 940-427-5975 FAX: 940-427-2313
 AN EQUAL OPPORTUNITY EMPLOYER*

Date of application _____

Personal Data	Name _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 100px;"> <i>Last</i> <i>First</i> <i>Middle initial</i> </div> Mailing address _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 100px;"> <i>Street/Box</i> <i>City</i> <i>State</i> <i>ZIP Code</i> </div> E-mail address _____ Home phone _____ Cell phone _____ Other phone _____ Other name that may appear on records _____ <p style="font-size: x-small; margin-left: 40px;"><i>(Used for certification, reference, and criminal history record checks)</i></p> Are you receiving Teacher Retirement System (TRS) retirement benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you employed as a part-time employee by a TRS-covered employer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Required to determine if the district will be assessed a monthly surcharge as required by TRS rules.)																
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"/> Middle <input type="checkbox"/> High <input type="checkbox"/> Cafeteria <p style="font-size: x-small; margin-left: 40px;">*Must be at least 21 years of age to sub at High School Level</p>																
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 Alvord 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 _____																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name and location of schools attended</th> <th style="width: 25%;">Course of study and major/minor</th> <th style="width: 30%;">Diploma, degree, certificate, or license granted</th> <th style="width: 15%;">Year graduated <i>(College only)</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	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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Certification	<p>Certificates or Licenses Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid 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. Attach additional sheets if necessary.			
	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		

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	Area code/ phone number

General Information	<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>(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 on the previous page 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 record information of substitute teachers.</p> <p>I understand that I am required to report any outside employment with a TRS-covered employer to the district and provide a monthly record of hours worked so the district can determine if it will be subject to the monthly surcharge.</p> <p style="text-align: center;"> _____ Signature </p> <p style="text-align: center;"> _____ Date </p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</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.*

A COPY OF VALID DRIVER'S LICENSE OR PHOTO ID MUST BE ATTACHED

CRIMINAL HISTORY INFORMATION REQUEST

Confidential

The Alvord 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

*This form will be removed from the application and filed separately in the HR office.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Alvord Independent School District

Agency Name (Please print)

Kelly Martin

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH:	_____
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

QUALIFICATIONS

The District shall attempt to hire certified teachers as classroom substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma/GED.

At the beginning of each school year, a list is compiled of approved substitutes. Approved substitutes are those who:

- Have an application and accompanying required forms on file,
- Have a record on file of the highest education attained, including high school diploma, GED certificate, or transcript for all college work and/or Texas certificate,
- Have an “acceptable” background report on file with the Central Office,
- Have met state fingerprinting requirements,
- Are at least 18 years of age to sub at the Middle School and Elementary Level and 21 years of age to sub at the High School Level.

SUBSTITUTE
TEACHER PAY

In accordance with the Board-adopted compensation plan, the daily pay scale for substitute teachers is as follows:

1. Teacher with a Texas certificate: \$85.00 per day.
2. Individual with no certification but who has a GED, high school diploma, some college, or degree: \$75.00 per day.

Substitute teachers may be employed for all or part of a day; substitutes employed for less than a full day will be paid according to the pay scale developed by the Superintendent or designee.

ASSIGNMENT OF
SUBSTITUTE
TEACHERS

The following procedures will be followed for contacting and assigning substitute teachers:

1. Substitute teachers will be contacted by the campus office.
2. All classroom assignments and notification of days you will be needed to substitute are made by the campus secretary. Teachers may not contact substitutes to make arrangements for coverage of their classrooms.

SUBSTITUTE
TEACHER DUTIES

In the performance of his or her duties, a substitute teacher is expected to:

1. Have the same responsibilities and workday schedules as the regular teacher for which he or she is substituting;
2. Attend staff meetings unless excused by the principal;

PERSONNEL POSITIONS
SUBSTITUTE

DPB
(REGULATION)

3. Follow the lesson plan prepared by the regular teacher or comply with other instructions from the principal;
4. Upon completing an assignment, prepare a statement of the work accomplished in each subject or class;
5. Maintain the housekeeping arrangements of the regular teacher;
6. Contact the principal in the case of a serious behavior problem or a violation of the Student Code of Conduct; and
7. Complete routine reports required by the office, including:
 - a. Attendance reports; and
 - b. Student progress reports and reports of violations of the Student Code of Conduct, after conferring with the principal.

SUBSTITUTES FOR
AUXILIARY
PERSONNEL

The campus principal or department supervisor will arrange for a substitute from the approved list when the position is vital to the operation of the campus or department.