

**RICARDO INDEPENDENT SCHOOL DISTRICT**  
**138 W. CR. 2160**  
**Kingsville, Texas 78363**  
**(361) 592-6465**

**APPLICATION FOR SUBSTITUTE TEACHING**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_  
High School Graduate \_\_\_ GED \_\_\_ Name of College(s) \_\_\_\_\_  
Semester Hours \_\_\_\_\_ Degree(s) \_\_\_\_\_  
Substitute Teaching Experience? \_\_\_ Yes \_\_\_ No \_\_\_ # of years  
Full-Time Teaching Experience? \_\_\_ Yes \_\_\_ No \_\_\_ # of years  
Subjects or Grades Taught (full time) \_\_\_\_\_  
Place(s) Taught (full-time) \_\_\_\_\_  
Areas of Specialization/Interests \_\_\_\_\_  
Subject or Grades Preferred: \_\_\_ Elem. \_\_\_ Jr. High \_\_\_ Sp. Ed.  
Other \_\_\_\_\_  
Days Available \_\_\_\_\_

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**FOR OFFICE USE ONLY:** Certificate \_\_\_\_\_ TB Test \_\_\_\_\_ Transcript \_\_\_\_\_

Number Days Taught Previous \_\_\_\_\_ Oath \_\_\_\_\_

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Applications will be kept on file for 2 years

I hereby affirm that all information provided in the 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.

I understand that the district is required by Texas Education Code 21.917 to obtain criminal history record information on applicants selected for employment.

I acknowledge that I will not be put on the substitute teacher list until I have submitted my certificate or transcript and T.B. test results.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



SUBSTITUTE APPLICATION

EXPERIENCE

EMPLOYER/LOCATION	POSITION/TITLE	DATES	REASON FOR LEAVING

1. Have you been convicted of a felony criminal offense?  Yes  No (explain below if yes)
2. Are you related to anyone employed or on the Board of Ricardo ISD?  Yes  No
3. When are you available to work? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equal Opportunity Employer

SUBSTITUTE APPLICATION

SPECIAL SKILLS

List specific skills and/or any machines or equipment you can operate. Include typing speed and number of year's experience.

1.	5.
2.	6.
3.	7.

REFERENCES

NAME	ADDRESS	POSITION/TITLE	PHONE NO.

Equal Opportunity Employer

**RICARDO INDEPENDENT SCHOOL DISTRICT**

138 W. County Road 2160

Kingsville, Texas 78363

**CRIMINAL HISTORY RECORD RELEASE**

I, \_\_\_\_\_  
(name as it appears on driver's license)

an applicant for employment with the Ricardo Independent School District, hereby authorize the Ricardo Independent School District to obtain criminal history record information from any law enforcement agencies which may have criminal history record information on me, including but not limited to arrests, investigations, convictions, and other reports, to release such information to the Ricardo Independent School District for the sole purpose of evaluating me for employment with the Ricardo Independent School District. I hereby release the Ricardo Independent School District and any law enforcement agencies receiving a copy of authorization from any liability for the release of any information to the Ricardo Independent School District.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

This release form is not used as part of your application evaluation and is not kept with your application. The following information is needed to request a criminal history check by law enforcement agencies.

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Race