

LA JOYA INDEPENDENT SCHOOL DISTRICT  
201 East Expressway 83  
La Joya, TX 78560

# Notice

## Important Information

TO: Substitute Teacher applications

### Notice:

Substitute application must be received by the Office of Human Resources by the deadline in order for the substitute to be eligible to attend the deadline orientation meeting following the deadline date. Substitutes will receive a letter with information regarding the substitute orientation meeting.

Applications Submission Deadline	Substitute Orientation Meeting
August 02, 2010	August 12, 2010
August 31, 2010	September 16, 2010
September 30, 2010	October 07, 2010
October 28, 2010	November 11, 2010
January 31, 2011	February 10, 2011
March 03, 2011	March 24, 2011

Thank you for your interest in working at La Joya I.S.D

- \*Substitute applications submission deadline are subject to change.
- \*Only first 100 hundred applicants will be accepted per session.

La Joya ISD Substitute Teachers  
An Equal Opportunity Employee

---

Position Summary:

Substitute will be responsible for student instruction in the absence of the regularly assigned teacher. In addition, they will be responsible for other related duties as assigned by campus principal.

Requirements:

Non-degreed:

- \*High School Diploma or GED
- \*UTPA substitute teacher training course
- \*STCC substitute teacher training course
- \*Region One substitute teacher training course

Degreed- Bachelor's/Masters:

- Official transcript(s) from Accredited College/University
- Substitute training course is waived

**MUST** be fingerprinted after orientation

Additional Requirements:

Upon submission of application attach:

Copy of High School Diploma, GED, and / or College Transcript and Teaching Certificate (as applicable)

Negative TB Test Results

Original Social Security Card

Photo Identification (Ex: Driver's License or ID Card issued by the State)

Contact Person: Sabina Lopez at Office of Human Resources  
Telephone Number: (956) 519-5708

**Office of Human Resources is currently accepting applications**

# La Joya Independent School District

201 East Expressway 83 La Joya, Texas 78560  
(956) 580-5050

## Substitute Application

PLEASE PRINT IN YOUR OWN HANDWRITTING (Black Ink)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

US Citizen	Yes ( )	No ( )		
Former LJISD employee	Yes ( )	No ( )	In what capacity? _____	
Retired teacher?	Yes ( )	No ( )	What State(s)? _____	

### DEGREE

Check one and identify state/ subject in which you received your degree. Provide a copy of official transcript, certification, diploma or general equivalency diploma.

X	Degree	X	Degree	State / Subject	X	Other
	Associate Degree		Bachelors / Certified			College Hrs. Completed
	Bachelors		Masters / Certified			High School
	Masters					GED

### EXPERIENCE

List all teaching and / or work experience:

Place	City	State	Type of Work	Date

### REFERENCES

La Joya ISD will require that substitute teacher applicants distribute three (3) recommendation forms to the following mentioned reference. List most recent employers / principals / cooperating teacher, etc. A university placement file which contains these recommendations will be sufficient. Reference information is confidential, please provide references a recommendation form and a stamped envelope addressed to La Joya Independent School District, Human Resources Office 201 East Expressway 83, La Joya, Texas 78560.

Place	City	State	Title	Telephone

## SUPPLEMENTARY INFORMATION

Please indicate languages other than English in which you are proficient \_\_\_\_\_

Indicate any relatives and relationship of anyone employed with or serving on the Board of Education with the La Joya Independent School District. \_\_\_\_\_

Moral turpitude is an act of baseness, vileness of depravity and social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor.

Have you ever been convicted of a felony or any offense involving moral turpitude?    Yes ( )    No ( )

Have you ever been convicted of a felony or any offense involving moral turpitude and received probation or deferred adjudication?    Yes ( )    No ( ) if yes, please explain on a separate page and attach to this application.

(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.)

La Joya ISD does not discriminate on the basis of race, religion color , national origin , sex, age, or disability in providing access to benefits of education services activities, and programs, in accordance with Title VI of the Civil Right Act of 1964, as amended, Title IX of Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act. The following District staff members have been designated to coordinate with these requirements: Alfredo Vela, Title IX Coordinator, (956) 580-5041 Ruby Amsden, 504 Coordinator (956) 580-5352 Adriana Villarreal, Tile IX Coordinator for Employees (956) 580- 5483, 201 East Expressway 83, La Joya, Texas 78560.

## COMMITMENTS / AGREEMENT

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation of willful omissions of facts will be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the La Joya Independent School District.

I hereby authorize the La Joya Independent School District to conduct work history, personal reference or police inquires to determine my acceptability for employment. I understand that all information gathered regarding my application will not be released to me.

If employed, I hereby authorize the La Joya Independent School District and its employees to furnish directly and solely to any future prospective employers information concerning my services and employment record. By my signature below I certify my understanding and agreement to the information listed.

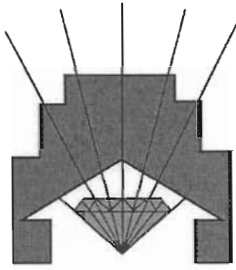
\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date:

The La Joya Independent School District is an equal opportunity employer and does not discriminate against any applicant on the basis or race, color, religion, gender, national origin, age, or disability.

### PERSONNEL USE ONLY

Degree	( )	Recommendation Form	( )	( )	( )
DPS	( )	TB Form			( )
Employment Verification (I-9)	( )	W-R			( )
Kinship Form	( )	SSN – Driver's License			( )
Reasonable Assurance Letter	( )				
Date Cleared	( )				



**La Joya Independent School District**  
**Office of Human Resources**  
201 E. Expressway 83  
La Joya, TX 78560  
Office (956) 580-5050 Fax (956) 580-5466

## RELEASE FORM

I hereby consent to the La Joya Independent School District to make inquiries into my former employment. This permission form may be attached to request information and I hereby authorize the party receiving this form to give full and complete information of any and all records, transcripts, data sheets, service records, letters of recommendation, police records, criminal history records, etc., as may be requested by the La Joya Independent School District. I further acknowledge that the information requested will not become a part of my personnel file if I am employed by the District. I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive all rights to see this information.

This information requested below is necessary to obtain criminal history record information as permitted by Texas Education Code Section §22.083. I understand that the age, sex, and ethnic information is required by the Texas Department of Public Safety, and will be used solely for the purpose of obtaining criminal history record information.

### Please print or type the following information

Full Name \_\_\_\_\_ Social Security# \_\_\_\_\_

Address \_\_\_\_\_

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

Ethnicity \_\_\_\_\_ Driver's License# \_\_\_\_\_ State \_\_\_\_\_

Sex:  Male  Female Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Previous addresses for the past 10 years

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

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

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

I acknowledge and understand that if I am employed by La Joya I.S.D. before a criminal background inquiry has been completed on me, my employment is conditioned on the results of the inquiry, and that the school district may terminate my employment for any arrest or conviction of a felony or misdemeanor involving moral turpitude (including, but not limited to theft, murder, sexual assault, fraud, and indecency with a minor) which I may have intentionally or negligently failed to disclose to the school district in my application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
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: \_\_\_\_\_

Hire  Not Hired  \_\_\_\_\_ initial

Date Printed: \_\_\_\_\_ initial

Destroyed Date: \_\_\_\_\_ initial

**Retain in your files**

**La Joya Independent School District**  
*Substitute Teacher Recommendation Form*

**SECTION I. INSTRUCTIONS TO THE APPLICATION**

1. Complete reference information.
2. READ and SIGN the Authorization Statement below
3. PROVIDE the Recommendation Form with a stamped envelope addressed to  
 La Joya ISD, Human Resource Office,  
 201 East Expressway 83,  
 La Joya, Texas 78560

Applicants Name: \_\_\_\_\_

Social Security # \_\_\_\_\_

Position Applying for : Substitute Teacher

Reference Name \_\_\_\_\_

Title of Reference \_\_\_\_\_

( ) \_\_\_\_\_

Campus / School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**AUTHORIZATION STATEMENT**

I have applied for employment with La Joya ISD. I authorize the La Joya ISD to collect any Information orally or in writing about my qualification and past performance. I will not hold you or the organization liable for supplying any information regarding my employment / education. Recommendations which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

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

Date \_\_\_\_\_

**SECTION II: Please rate applicant by checking the appropriate box below:**

CHARACTERISTICS	STRONG	SATISFACTORY	UN SATISFACTORY	NO BASIS TO JUDGE
General appearance, appropriate dress, Grooming				
Communicates information effectively				
Arrives in time when reporting to work				
Is responsible and dependable				
Accepts constructive criticism				
Demonstrates good judgment				
Establish personal growth				
Identifies and addresses situations or conditions				
Displays a practical approach to problem solving				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

How long have you know the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Would you employ the applicant for the position desired? \_\_\_\_\_

Has applicant ever been asked to resign, been fired or failed to be employed? Yes ( ) No ( )  
 If yes, please explain: \_\_\_\_\_

Indicate your relationship with the applicant: ( ) Employer ( ) Cooperating Teacher ( ) Supervisor ( ) \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Official Position \_\_\_\_\_

Date \_\_\_\_\_

( ) \_\_\_\_\_

Company / School \_\_\_\_\_

Work Telephone \_\_\_\_\_

THANK YOU FOR YOUR COOPERATION

**La Joya Independent School District**  
*Substitute Teacher Recommendation Form*

**SECTION I. INSTRUCTIONS TO THE APPLICATION**

1. Complete reference information.
2. READ and SIGN the Authorization Statement below
3. PROVIDE the Recommendation Form with a stamped envelope addressed to  
 La Joya ISD, Human Resource Office,  
 201 East Expressway 83,  
 La Joya, Texas 78560

Applicants Name: \_\_\_\_\_

Social Security # \_\_\_\_\_

Position Applying for : Substitute Teacher

Reference Name \_\_\_\_\_

Title of Reference \_\_\_\_\_

( ) \_\_\_\_\_

Campus / School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**AUTHORIZATION STATEMENT**

I have applied for employment with La Joya ISD. I authorize the La Joya ISD to collect any Information orally or in writing about my qualification and past performance. I will not hold you or the organization liable for supplying any information regarding my employment / education. Recommendations which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

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

Date \_\_\_\_\_

**SECTION II: Please rate applicant by checking the appropriate box below:**

CHARACTERISTICS	STRONG	SATISFACTORY	UN SATISFACTORY	NO BASIS TO JUDGE
General appearance, appropriate dress, Grooming				
Communicates information effectively				
Arrives in time when reporting to work				
Is responsible and dependable				
Accepts constructive criticism				
Demonstrates good judgment				
Establish personal growth				
Identifies and addresses situations or conditions				
Displays a practical approach to problem solving				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

How long have you know the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Would you employ the applicant for the position desired? \_\_\_\_\_

Has applicant ever been asked to resign, been fired or failed to be employed? Yes ( ) No ( )  
 If yes, please explain: \_\_\_\_\_

Indicate your relationship with the applicant: ( ) Employer ( ) Cooperating Teacher ( ) Supervisor ( ) \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Official Position \_\_\_\_\_

Date \_\_\_\_\_

( ) \_\_\_\_\_

Company / School \_\_\_\_\_

Work Telephone \_\_\_\_\_

THANK YOU FOR YOUR COOPERATION

**La Joya Independent School District**  
*Substitute Teacher Recommendation Form*

**SECTION I. INSTRUCTIONS TO THE APPLICATION**

1. Complete reference information.
2. READ and SIGN the Authorization Statement below
3. PROVIDE the Recommendation Form with a stamped envelope addressed to  
 La Joya ISD, Human Resource Office,  
 201 East Expressway 83,  
 La Joya, Texas 78560

Applicants Name: \_\_\_\_\_

Social Security # \_\_\_\_\_

Position Applying for : Substitute Teacher

Reference Name \_\_\_\_\_

Title of Reference \_\_\_\_\_

( ) \_\_\_\_\_

Campus / School \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**AUTHORIZATION STATEMENT**

I have applied for employment with La Joya ISD. I authorize the La Joya ISD to collect any Information orally or in writing about my qualification and past performance. I will not hold you or the organization liable for supplying any information regarding my employment / education. Recommendations which become part of this application are to be regarded as confidential and shall not be revealed to me. Thank you for your assistance.

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

Date \_\_\_\_\_

**SECTION II: Please rate applicant by checking the appropriate box below:**

CHARACTERISTICS	STRONG	SATISFACTORY	UN SATISFACTORY	NO BASIS TO JUDGE
General appearance, appropriate dress, Grooming				
Communicates information effectively				
Arrives in time when reporting to work				
Is responsible and dependable				
Accepts constructive criticism				
Demonstrates good judgment				
Establish personal growth				
Identifies and addresses situations or conditions				
Displays a practical approach to problem solving				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and change				

How long have you know the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Would you employ the applicant for the position desired? \_\_\_\_\_

Has applicant ever been asked to resign, been fired or failed to be employed? Yes ( ) No ( )

If yes, please explain: \_\_\_\_\_

Indicate your relationship with the applicant: ( )Employer ( )Cooperating Teacher ( )Supervisor ( ) \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Official Position \_\_\_\_\_

Date \_\_\_\_\_

( ) \_\_\_\_\_

Company / School \_\_\_\_\_

Work Telephone \_\_\_\_\_

THANK YOU FOR YOUR COOPERATION