

# Priority Charter Schools

fax 469-464-1713

\_\_\_\_\_ CCA \_\_\_\_\_ Temple \_\_\_\_\_ Georgetown \_\_\_\_\_ Cedar Park

## EMPLOYMENT APPLICATION FOR SUBSTITUTES

### PERSONAL INFORMATION

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security \_\_\_\_-\_\_\_\_-\_\_\_\_

PLEASE PRINT LEGIBLE

Name \_\_\_\_\_ Drivers License \_\_\_\_\_ State \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Date of Birth \_\_\_\_-\_\_\_\_-\_\_\_\_  
Home Cell

Email \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Name of Institution	City & State	Major Field of Study	Minor Field of Study	Degree or Hours Earned
High School				
College/University				

### WORK EXPERIENCE

Company	Job Title	Dates Employed From-To	Supervisor	Reason for Leaving

### GENERAL INFORMATION

Have you ever been convicted of a felony or any offense involving moral turpitude? Yes / \_\_\_/ No/ \_\_\_/

If Yes, please explain: \_\_\_\_\_

Do you have any disabilities that need reasonable accommodations? Yes / \_\_\_/ No/ \_\_\_/

If Yes, please explain: \_\_\_\_\_

Have you ever been asked to resign or terminated through due process for any position? Yes/ \_\_\_/No/ \_\_\_/

If Yes, please explain: \_\_\_\_\_

REFERENCES

Please list two work related references and three personal references that may be contacted regarding work history and character:

Name	Position/ Relationship	School District or Company	Phone
			( )
			( )
			( )
			( )
			( )

PERSONAL STATEMENT

Please make a statement concerning your reasons for desiring a position with Priority Charter Schools. Give additional information about your background, training, experience, and future plans that would be pertinent to your employment. Use additional paper if necessary.

VERIFICATION

I HEREBY AFFIRM THAT INFORMATION IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, IF EMPLOYED, ANY FALSIFIED INFORMATION MAY BE CONSIDERED CAUSE FOR DISMISSAL. PRIORITY CHARTER SCHOOLS IS AUTHORIZED TO MAKE ANY INVESTIGATION OF MY EDUCATION AND WORK HISTORY AND MAY CONTACT THE REFERENCES LISTED.

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

\_\_\_\_\_  
Date

*Priority Charter Schools is an equal opportunity employer and does not discriminate because of race, color, creed, religion, handicapped condition, sex, age, or national origin.*

APPLICANT CONSENT FORM

APPLICANT CONSENT: I understand that Priority Charter Schools is authorized by law to obtain Criminal History information on all applicants for employment for the district. (Texas Education Code, Section 22.083) As part of the pre-employment process as well as for other reference information verification, I authorize the release of such information as may be necessary for verification of my application and/or interview. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application of employment. This information is NOT a part of the application for employment and will be used for the sole purpose of verification of information or statements made by me.

*An employee must be fingerprinted and provide proof of such to Priority Charter Schools before their first day on the job. Any employee who has been fingerprinted based on prior employment with another school must be subscribed to in the DPS Clearinghouse in order for PCS to receive subsequent criminal history information.*

Applicant's Legal Name:

\_\_\_\_\_  
Last M.I. First

Please provide any other name used for prior employment than differs from above:

\_\_\_\_\_  
Last M.I. First

\_\_\_\_\_  
Last M.I. First

\_\_\_\_\_  
Last M.I. First

DL or ID \_\_\_\_\_

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

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

Male /\_/ Female /\_/ Black /\_/ White /\_/ Hispanic /\_/ 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 only for the purpose of obtaining criminal history record information.

I hereby agree and acknowledge that Priority Charter Schools, in its sole discretion and for any reason whatsoever, may revoke a tentative job offer to me upon receipt and review of my criminal record.

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

\_\_\_\_\_  
Date