

TIP: Save a BLANK application first. Complete fields and then resave. Please verify that your data was saved prior to submitting your application online.

**ST. MARY'S ACADEMY CHARTER SCHOOL**  
**507 N. FILMORE**  
**BEEVILLE, TX 78102**  
**361-358-5601**

For Office Use Only

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

Staff Initials: \_\_\_\_\_

*Applications may be submitted by email to: [hr@smacs.net](mailto:hr@smacs.net)*

## SUBSTITUTE APPLICATION

It is important that you fill out this application completely. Your qualifications will be carefully reviewed, and you will be given thorough consideration for the position(s) for which you are applying. *Incomplete applications will not receive further consideration.*

### 1. Personal Data

NAME (Last, first, middle) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
(If Different)

PHONE NO: (\_\_\_\_\_) \_\_\_\_\_ ALTERNATE PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS (Optional) \_\_\_\_\_

Who referred you to this site? \_\_\_ Newspaper \_\_\_ Employee Referral \_\_\_ Other

Have you ever worked here before? \_\_\_ yes \_\_\_ no List dates: \_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you authorized to work in the U.S.? \_\_\_ yes \_\_\_ no

Do you speak any foreign languages fluently? \_\_\_ yes \_\_\_ no List \_\_\_\_\_

Is there a reason(s) why you cannot perform the job related duties/responsibilities of the position? \_\_\_yes or \_\_\_no

If yes, is there a reasonable accommodation that would enable you to perform the job-related duties and responsibilities of this position? \_\_\_\_\_

Have you ever been asked to resign from any job? \_\_\_yes or \_\_\_no

Have you been fingerprinted for another school district? \_\_\_yes or \_\_\_no

Have you been certified as an educator? \_\_\_yes or \_\_\_no (If so, please visit the TEA website and update your profile.)

**2. EDUCATION AND TRAINING** (Give complete information regarding your education and training. Include specialized certificates and licenses now held.)

Name & Location of Schools Attended	Course of Study and Major/Minor	Diploma, Degree, Certificate, or License Held	Yr Graduated <i>College Only</i>

**3. WORK EXPERIENCE** (Please list your present employer first.)

**Employer:** \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Specific Job Duties

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Salary \$ \_\_\_\_\_ Ending: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer?  Yes  No if no, why? \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Specific Job Duties

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Salary \$ \_\_\_\_\_ Ending: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer? \_\_\_\_ Yes \_\_\_\_ No if no, why? \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Specific Job Duties

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Salary \$ \_\_\_\_\_ Ending: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer? \_\_\_\_ Yes \_\_\_\_ No if no, why? \_\_\_\_\_

Additional abilities you possess that should be considered in evaluating your application.

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#### **4. PERSONAL REFERENCES**

(Excluding former employers and relatives, list three references :( Include name, occupation, present address, and telephone number)

1. \_\_\_\_\_

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

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

## NOTICE OF REASONABLE ASSURANCE

This letter provides notice of reasonable assurance of continued employment on the same substitute, as-needed basis by St. Mary's Academy Charter School when each school term resumes after a school break including, but not limited to, summer vacation, spring and winter break and any other longer than normal period of time when school is not in session. By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to, summer break, winter break, and spring breaks. This assurance is contingent on continued school operations and will not apply in the event of any disruption that is beyond the control of the charter (i.e., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

Nothing contained herein construes an employment contract. Your continued employment is on an at-will basis. At-will employers may terminate employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children of the charter are appreciated, and we hope that you will be able to continue your association with the charter.

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I have read and understand the Notice of Reasonable Assurance.

If employed, I agree to furnish additional information, as required by government agencies.

I hereby authorize any former employers and references to give any information they may have concerning my character.

I agree to comply with all the policies, rules, and regulations of St. Mary's.

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any fact or circumstances in completing this application. I understand that any misrepresentation of information by me can cancel this application or be cause for my termination in the event I am employed by St. Mary's.

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

\_\_\_\_\_  
Date

***St. Mary's is an Equal Opportunity/Affirmative Action Employer and Education Institution. The school takes affirmative action to endeavor that no person shall be denied the benefits of equal employment or be subjected to discrimination on the basis of race, color, sex, age, national origin, religion, or disability.***

Revised 11/07/11

# Criminal History Check

(For all positions, St. Mary's conducts employer reference checks and a background investigation for criminal conviction(s) in an adult court.)

Maiden or other name(s) used in any and all records of residence \_\_\_\_\_

\_\_\_\_\_

Current Address :( include City, State, Zip) \_\_\_\_\_

\_\_\_\_\_

Date of Birth

Social Security #

Driver's License No.

State

Have you ever been convicted of an offense in adult court?  Yes  No (A conviction will not automatically exclude you from employment consideration.)

REMARKS (Use this space to further explain any of the above questions) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_