



Tyler Independent School District

1319 New Sunnybrook Drive Tyler, Texas 75701 903.262.1000 Email: sharon.roy@tylerisd.org Dr. Randy Reid, Superintendent

FOR TISD USE ONLY

Date Received: _____
 Appointment Date: _____
 CHR: _____
 Substitute Manual: _____

Application for Substitute Employment Paraprofessional

FOR APPLICANT'S USE

Position(s) for which you are applying:

Date of this application:

 Month Day Year

Fill In Accurately and Completely

Name in Full: _____

Please print Last First Middle Social Security Number

Present Address: _____

Please print Street City State Zip Telephone Number

Permanent Address: _____

Please print Street City State Zip Telephone Number

Have you previously applied with Tyler ISD? _____ If yes, please give particulars: _____

Please list a contact person in the event we are unable to reach you at the above address:

Name: _____ Relationship: _____ Phone: _____

EDUCATION (check highest level attained): **High School Diploma/GED Certificate must be included with application**

| | | |
|---|--|--|
| <input type="checkbox"/> Not high school graduate | <input type="checkbox"/> Less than two years college | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High school graduate | <input type="checkbox"/> Two or more years college | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> GED | <input type="checkbox"/> Other training or education | |

Licenses/certifications held: _____

Schools attended:

| Name of School | Dates of Attendance | Course of Study | Diploma, Degree or Certificate | Year Earned |
|----------------|---------------------|-----------------|--------------------------------|-------------|
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The School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its education programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position or program for which the application has been made.

Employment References

Please write below a complete listing of all jobs you have held in the last 10 years, (if more space is needed, please attach another sheet of paper). Please attach a resume, if available, stating responsibilities in detail.

| Name of Employer Address/Phone # | Kind of Work | Dates Employed | Reason for Leaving |
|-------------------------------------|--------------|----------------|--------------------|
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Special Skills (List specific skills and/or any machines or equipment you can operate. Secretarial applicants include typing speed and office machines).

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Do you have a relative who is either a member of the Tyler ISD Board of Trustees or who is employed in any capacity in the Tyler ISD? ____ Yes ____ No If yes, please give the following information:

| Name of Trustee/Relative | Relationship | Position Held |
|--------------------------|--------------|---------------|
| | | |
| | | |

Personal References

List three references who are qualified to evaluate your fitness for the position you seek. These may include your former teachers, principals, former employers, long time family friends, home community civic leaders, clergymen and others.

| Name | Address/Phone | Occupation | Association with Applicant |
|------|---------------|------------|----------------------------|
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Note: Employment is on a substitute basis, effective with your beginning date and continuing each year thereafter until written notice to end this employment is received in the district’s substitute office. 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, the summer, winter and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruption that is beyond the control of the district (i.e., lack of school funding, natural disasters, court-orders, public insurrections, war, etc).

Nothing contained herein construes an employment contract. Your continued employment with Tyler ISD 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.

ADDITIONAL INFORMATION

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or 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 charged with or convicted of a felony or any offense involving moral turpitude? Yes No If yes, please explain.

Have you ever been charged with or convicted of a felony or any offense involving moral turpitude and received probation? Yes No If yes, please explain. _____

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense involving moral turpitude, deferred further proceedings without entering a finding of guilty, and placed on probation? Yes No If yes, please explain. _____

CONVICTION OF A CRIME, DEFERRED ADJUDICATION OR IMPOSITION OF PROBATION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. THE DISTRICT WILL CONSIDER THE NATURE OF THE OFFENSE AND THE RELATIONSHIP BETWEEN THE OFFENSE AND THE POSITION FOR WHICH YOU ARE APPLYING.

Why do you desire to leave your present position, or why did you leave your last position? (Question does not apply to those graduating this year).

Have you ever been involuntarily terminated or asked to resign by another employer or another school district? Yes No If yes, please give the name of the employer or school district, the date and the reason for termination or request for resignation.

I hereby declare this information is complete and true to the best of my knowledge and belief. I understand that any misrepresentation, falsification of facts, or failure to disclose conviction for a felony or any offense involving moral turpitude shall 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 it or reject it. I further agree to observe all rules, regulations and policies of the District if employed.

I have been advised that a complete Board of Trustees' policy manual is available in the office of the principal of each school and in the offices of all central office directors and supervisors. If employed, I agree to become familiar with the contents of those documents and comply with all Tyler Independent School District regulations and policies.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time and for any reason, without any prior notice.

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

Furthermore, I authorize the information I've provided to be used; previous employers to be contacted for investigative purposes; and release all parties from any liability for damage that may result from furnishing information to you.

Signature

Date

QUALIFICATIONS STANDARDS FOR POSITION

Educational Aide I

- (1) be a high school graduate or hold GED certificate;
- (2) have experience related to working with students or parents as approved by employing Superintendent. Experience may be work in church-related schools, day camps, youth groups, private schools, licensed day-care centers, or similar experience; and
- (3) be recommended by the employing Superintendent.

Educational Aide II

- (1) be a high school graduate or hold GED certificate;
- (2) have 2 years of experience as an educational aide I or a minimum of fifteen semester hours of college credit with some emphasis on child growth and development or similar background; or have demonstrated proficiency in a specialized skill area as determined by the local school district;
- (3) have experience related to working with students or parents as approved by the employing Superintendent; and
- (4) be recommended by the employing Superintendent.

Educational Aide III

- (1) be a high school graduate or hold GED certificate;
- (2) have three years of experience as either an educational aide I or II; or 30 semester hours of college credit with some emphasis on child growth and development or related areas;
- (3) have experience related to working with students or parents as approved by the employing Superintendent; and
- (4) be recommended by the employing Superintendent.

Educational Secretary I

- (1) be a high school graduate or hold a GED certificate;
- (2) have appropriate clerical or secretarial experience or background as approved by employing Superintendent; and
- (3) be recommended by the employing Superintendent.

Educational Secretary II

- (1) be a high school graduate or hold a GED certificate;
- (2) have two years of experience as an educational secretary I; or fifteen semester hours of college credit with some business orientation or equivalent business school background; or three years of general clerical/secretarial experience;
- (3) have appropriate clerical or secretarial experience or background as approved by employing Superintendent; and
- (4) be recommended by the employing Superintendent.

Educational Secretary III

- (1) be a high school graduate or hold a GED certificate;
- (2) have thirty semester hours of college credit with some business orientation or equivalent business school background; successful demonstration of seven areas of competency as identified in the professional standards program of The National Associate of Educational Office Personnel, including competencies in Typing, Transcription, Filing Procedures, Office Records, Management and Business Writing; or five years of General Clerical/Secretarial experience; or
- (3) have three years of General Clerical/Secretarial experience; or three years of experience as either an educational secretary I or II; and
- (4) be recommended by the employing Superintendent.