

# **SHERMAN INDEPENDENT SCHOOL DISTRICT**

**120 W. KING STREET/PO BOX 1176 SHERMAN, TEXAS 75091**

**(903)891-6410 OR (903)891-6400**

## **APPLICATION FOR A SUBSTITUTE POSITION**

**“An Equal Opportunity Employer”**

**Instructions for Making Application**

**READ CAREFULLY BEFORE STARTING TO COMPLETE THE APPLICATION FORM**

### **I. GENERAL INFORMATION**

- A. Applications forms are sent to all who request them; regardless of existing needs for substitutes. The issuance of such forms does not, therefore, imply that there are substitutes vacancies or that the candidate is under consideration for an immediate substitute / temporary position.**
- B. The application becomes the property of the Sherman ISD which reserves the right to accept or reject it. Submission of an application authorizes the school district to contact the references listed on the application, and to obtain any criminal record information relevant to the application for employment from any pertinent source.**
- C. PROFESSIONAL REFERENCES are the most important and should include only those person who have supervised the applicant’s teaching or work experience. Confidential inquiry from references will be solicited by the Human Resources Office.**

### **II. CREDENTIALS FOR NEW APPLICANTS**

- \*Copy of High School Diploma / GED or Copy of College Transcript**
- \*If hired an Official College Transcript is required**
- \*Copy of your Teaching Certificate**