

Sweetwater ISD Substitute Information

Nationwide statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year during kindergarten through twelfth grade. This staggering fact proves the importance of the contributions you make as a substitute teacher in the education of the SISD students. Welcome to a rewarding and challenging profession!

District Policies

SISD Policy may be accessed on the SISD web-site at www.sweetwaterisd.net under the heading "SISD Board of Trustees". All employees are required to follow Board Policy and policies directed toward all employees will also apply to substitute teachers.

Web-based Support and Information

SISD has a web site that includes District and campus information that may be of importance to all shareholders. Substitutes are strongly urged to visit www.sweetwaterisd.net.

QUALIFICATIONS

Anyone seeking a substitute position in the Sweetwater Independent School District must complete or provide the following:

- The District's application form
- Submit to a current background check and fingerprinting
- Provide a Social Security Card
- Provide a current drivers license or other picture ID
- A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas Certificates

You must also view the Substitute Teacher training video.

1. Substitute teaching is part-time employment and there is no guarantee regarding the number of days employed.
2. The school year is 183 days and employment will not be available for scheduled holidays and vacations.
3. All applicants must be fingerprinted before working for Sweetwater ISD. The applicant will be required to schedule and pay for the appointment. The cost for being fingerprinted is \$50.20. Please print the following two pages and return them with this application. You may scan and attach them to this application, fax or mail them to Sweetwater ISD Attn: Tamra Burt.

Sweetwater ISD
207 Musgrove Street
Sweetwater, TX 79556
325-235-8601 x 116 Phone
325-235-5561 Fax

**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 identifiers 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 conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the name and DOB search.

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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 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

Sweetwater ISD

Agency Name (Please print)

Billie Berry

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	

CRIMINAL HISTORY AND FINGERPRINTING INFORMATION REQUEST

The Sweetwater Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information. The information will also be used to upload to SBEC (State Board for Educator Certification) for fingerprinting purposes.

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Telephone Number: _____

Sex: Male Female Ethnicity: Black White/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 for the purpose of obtaining criminal history record information and fingerprinting.

Signature

Date



TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

www.dps.texas.gov



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EFFECTIVE SEPTEMBER 1, 2015

NEW DOCUMENTS TO PROVE IDENTITY FOR FINGERPRINTING

The Department of Public Safety (DPS) has created a list of acceptable documents applicants must provide to the enrollment officer when attending a fingerprinting appointment with MorphoTrust. The applicant can choose one of the following documents to provide proof of identity:

- Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License issued by a State or outlying possession of the U.S
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- State ID Card (or outlying possession of the U.S.) with a seal or logo from a State or State agency
- Federal ID Card with a seal or logo from a Federal Agency
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Enhanced Tribal ID Cards
- Foreign Passports
- Temporary Paper Licenses issued by the state of Texas

The only exception to this rule will be for Hazardous Material applicants, where we will only accept one of the following:

- Commercial Driver's License issued by Texas
- Temporary Paper CDL issued by the state of Texas

****All documents must be current and valid***

For additional information or questions concerning the required documents listed above, please contact fingerprint.service@dps.texas.gov or 512-4242365, option 6.

Thanks,

Don Farris
Manager, Access & Dissemination Bureau
Crime Records Service