



## CY-FAIR ISD SUBSTITUTE APPLICATION PROCESS

Cypress-Fairbanks Independent School District is committed to hiring outstanding substitute applicants who meet our district standards. We accept applications throughout the year and encourage you to apply online.

All applicants must complete an online application for the position(s) that you wish to be considered for. Please be sure to review the qualifications of the position for which you will be applying before submitting your application.

### Online Application Instructions:

1. To begin a new application, choose a job from the available listings on the CFISD Job Listings page: [Apply online to be a substitute.](#)
2. In the Search field, type “**Substitute**” and select the position you are interested in applying for.
3. Click the “**Apply**” button.



Job Listings    FAQ

#### Welcome

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

**Current CFISD employees** must click on **INTERNAL** at the top of the page to view postings that are intended for **CFISD employees only**. Enter your valid CFISD email address when prompted. Log in at the top of the page using your regular username and password. If you do not have a login, enter the information to create the new profile.

*\*You do not have to repeat this process after the initial setup; however, you do need to log in to view these postings.*

#### Menu

- [Sign Up for Job Alerts](#)
- [View Job Listings](#)
- [I forgot my Username or Password](#)

#### Job Listings

Search  Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date <input type="checkbox"/>	Type	Location	
<a href="#">Substitute - Para Educator/Paraprofessional Spring 2023</a>	01/01/2023	Substitute Paraprofessional	SUBSTITUTE OFFICE	<input type="button" value="Apply"/>

4. In the upper right hand side of the page under “Apply Now”, click “Apply for this Position.”

Job Listings Profile Application Status Interviews References Documents Job Offers FAQ

### Substitute Teacher Spring 2023

*Job Description*



**QUALIFICATIONS:**

1. Bachelor’s degree (Degreed Substitute Teacher) OR 48 college credit hours from a recognized, accredited college or university (Non-Degreed Substitute Teacher - not eligible for long-term assignments);  
(If you have a foreign transcript, it must be evaluated by a [TEA approved credential evaluation agency](#).)
2. Strong organizational, communication, and interpersonal skills.
3. Ability to instruct students and manage their behavior.
4. Experience working with children preferred.
5. Flexible and able to adjust daily routine.
6. Demonstrate a professional appearance and attitude.
7. Ability to speak, read and understand the English language.

**Apply Now**

[Apply for this Position](#)

Applications will be accepted  
**Sunday, January 1, 2023 12:00 AM -**  
**Wednesday, May 31, 2023 11:59 PM**  
(Central Standard Time)

 [Print Job Posting](#)  
 [Download Job Posting](#)

5. If you are a new applicant, click “**Create New Account and Apply**”. Be sure to remember your Username and Password for use on future applications.
6. If you have already created an account, enter your Username and Password under “**I already have a Hire account with Cypress-Fairbanks Independent School District**” and click the “**Sign In**” button.
7. If you have an account but do not know your Username or Password, click “**I forgot my Username or Password**”. Temporary login credentials will be sent to the email address provided.
8. If you have an application on file with another TalentEd Hire District, under “**I want to transfer my account**”, enter your email address and password for the other district.

Job Listings FAQ

**I am a new applicant.**

Apply now using our online job application system.

Once you’ve created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

[Create New Account and Apply](#)

**I already have a Hire account with Cypress-Fairbanks Independent School District.**

Enter your username and password and the system will retrieve your previously submitted applications and data.

Username

Password

[Sign In](#)

[I forgot my Username or Password](#)

**I want to transfer my account.**

You may have an application on file with another TalentEd Hire District or Institution.

Enter your email address and password for another district or institution below, then select the state for the previous district or institution. We will then attempt to match your account and import that information to Cypress-Fairbanks Independent School District.

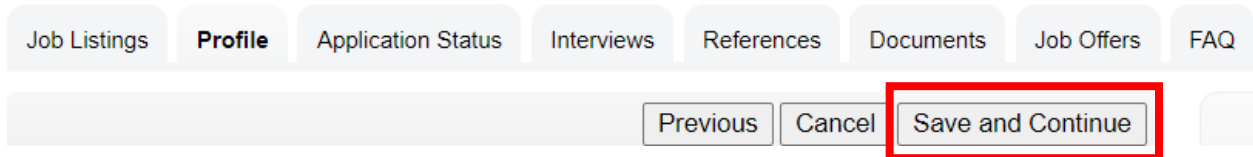
Email

Password

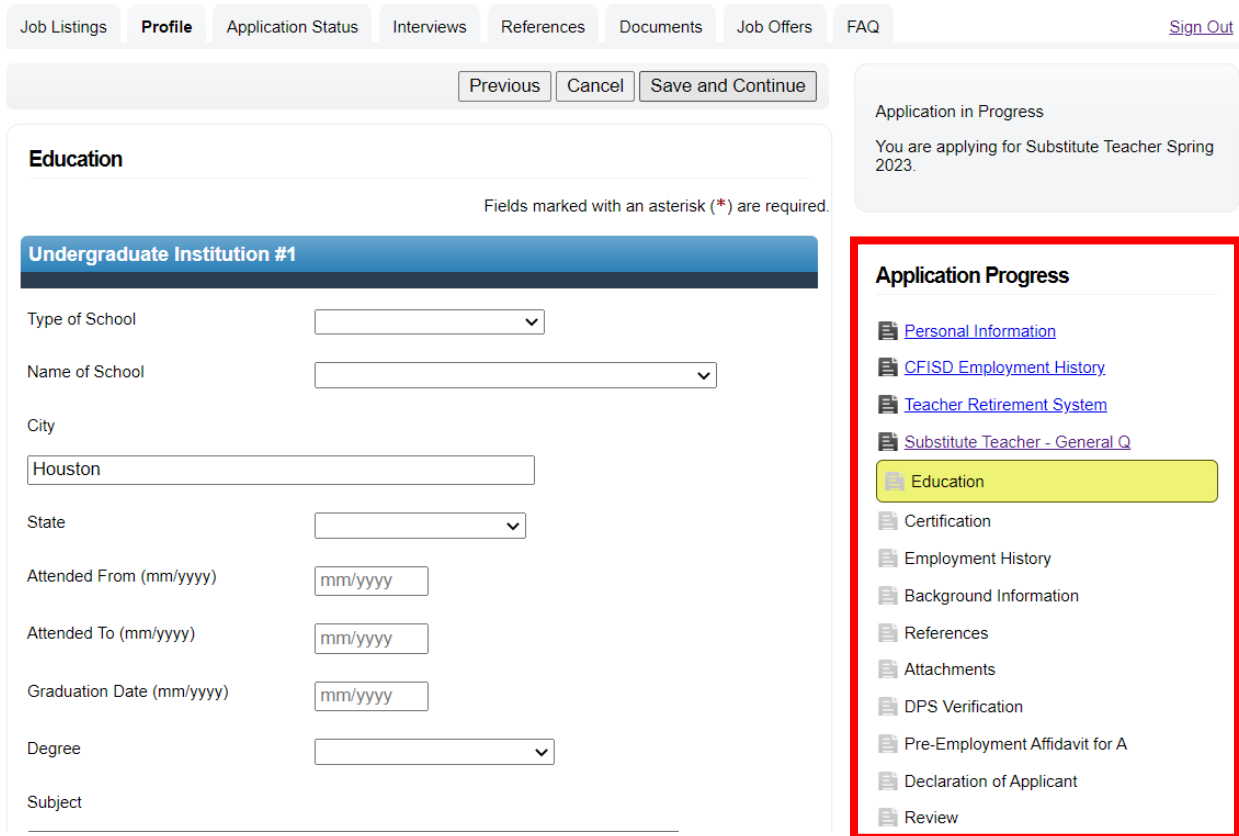
State

[Continue](#)

9. To avoid delays in processing your online application, each section must be completed. As the sections are completed and to advance to the next page, click the **“Save and Continue”** button at the bottom of each page.



As each tab is completed, it will automatically be reflected in the **“Application Progress”** on the right side of the screen.



## Adding References:

The name and email address of at least one (1) current or previous professional reference should be entered on the Reference page of the application. **References from family members and friends will not be accepted.**

A Reference Check Questionnaire will be emailed to each Reference automatically from TalentEd, the district's applicant tracking system once your application is submitted.

1. Click **"Add a New Reference"**. Fields marked with an (\*) are required fields. Reference letters are not required and should not be attached.
2. Click the **"Save"** button located at the bottom of the page.
3. Repeat steps 1 and 2 to add more references.

## References

One (1) reference is required. **REFERENCES FROM FAMILY OR FRIENDS ARE NOT ACCEPTABLE.** References must be from a current or former supervisor/manager or colleague in a paid or volunteer position. If you have worked in Cy-Fair ISD in any capacity, a reference from a principal or direct supervisor must be submitted. References must have been submitted within the last 12 months. **Please do not attach a reference letter in this section. This is an optional field and is NOT REQUIRED.**

You must select at least 2 references to continue.\*

Select/Deselect All

Add a New Reference

Reference

Fields marked with an asterisk (\*) are required.

First Name \*

Last Name \*

Title

Relationship \*

Email \*

Address \*

City \*

State \*

Zip \*

Country

Phone \*

From \* mm/yyyy (When did you meet?)

To \* mm/yyyy or present

Reference Letter

NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, JPG, GIF, or PNG file format and less than 2MB.

Cancel Save

### Deleting and Editing References:

1. To delete a reference, click “**Delete**” in the upper right corner of the Reference box.
2. To edit a reference, click “**Edit Reference**” in the lower right corner of the Reference box.
4. Click “**Save and Continue**” at the bottom of the screen once the final reference has been entered.

Select/Deselect All

<input checked="" type="checkbox"/> Select Reference	Delete	<input checked="" type="checkbox"/> Select Reference	Delete
<b>JimDoe</b> Colleague 1 Main Street Houston, Texas 77002 abcxyz@usa.com 123-456-7890	Edit Reference	<b>JaneDoe</b> Professor 101 Main Street Houston, Texas 09876 xyzabcd@zzz.com 713-456-7890	Edit Reference

Add a New Reference

Previous Cancel Save and Continue

## Attaching Documents:

A copy of your resume and transcript must also be attached to your online application. The transcript should contain the name of the degree awarded and/or date conferred. A photocopy of your diploma will also be accepted in lieu of the transcript.

**If your degree was received outside of the United States, it must be evaluated by a TEA approved credential evaluation agency.**

If you do not have a degree, your transcript must confirm the successful completion of at least 48 college credit hours.

1. Click the **“Choose File”** button and select the desired document that you wish to attach to your online application.
2. Click **“Save and Continue”** at the bottom of the page.

Fields marked with an asterisk (\*) are required.

### Attachments

NOTE: Uploaded document must be in **PDF, DOC, DOCX, TXT, RTF, JPG, GIF, or PNG** file format. Please do not use special characters, spaces, commas or apostrophes in your file name.

Resume *	<a href="#">THIS IS A TEST PAGE.docx</a> <input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>
Transcript/Proof of Education	<a href="#">THIS IS A TEST PAGE.docx</a> <input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>
Other *	<a href="#">THIS IS A TEST PAGE.docx</a> <input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>
Custom1	<input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>
Custom2	<input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>
Custom3	<input type="button" value="Choose File"/> No file chosen <a href="#">Delete</a>

If you have uploaded files above, there will be a short delay while we save your files. Please do not cancel or press the back button.

## DPS Verification:

1. Carefully read over the DPS Verification screen and complete each of the required fields marked with an (\*) asterisk.
2. Click **“Save and Continue”** at the bottom of the page.

### DPS Verification

Fields marked with an asterisk (\*) are required.

I, **John Doe**,

acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us/Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/Crime%20Records/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

#### DPS Computerized Criminal History (CCH) Verification

I have read and understand the above statement. \*

Name of Applicant: \* John Doe

Birth Date: \* 01 / 01 / 2001 23

Date: \* mm / dd / yyyy 23

Previous

Cancel

Save and Continue

**Pre-Employment Affidavit for Application:**

1. Answer each question on the Pre-Employment Affidavit page. Fields marked with an asterisk (\*) are required.
2. Click “**Save and Continue**” located at the bottom of the page.

Fields marked with an asterisk (\*) are required.

**Pre-Employment Affidavit for Applicant**

I declare the following:

(True or False) I have ~~NEVER~~ been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. \*

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. If you answered YES, enter the relevant facts pertaining to the charge, adjudication, or conviction. If you answered NO, enter "Not Applicable" \*

(Determination was False) The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. If you answered YES, enter the relevant facts pertaining to the charge, adjudication, or conviction. If you answered NO, enter "Not Applicable" \*

(Determination was True) The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:



**Declaration of Applicant:**

1. Answer each question on the Declaration of Applicant page. Fields marked with an asterisk (\*) are required.
2. Click **“Save and Continue”** at the bottom of the page.

**Declaration of Applicant**

*Enter the pre-employment affidavit information referenced above in accordance with the Texas Education Code section 21.009.*

I declare under penalty of perjury that the foregoing is true and correct. \*

Yes ▾

Name (First, Middle, Last) \*

John Doe

Date of Birth \*

01 / 01 / 2000  (mm/dd/yyyy)

Address (Street, City, State, Zip Code) \*

1234 Main Street

County \*

Harris


State \*

Texas

Executed in (indicate current County and State) \*

Harris County, Texas

Today's Date: \*

12 / 29 / 2022  (mm/dd/yyyy)

Signature of Declarant (Electronic Signature) \*

John Doe

Previous














Cancel


**Save and Continue**

## Review Your Information:

Once your application is complete, please carefully review your entries. If you need to make any changes, click the link of the section that needs updating under “**Application Progress**”.

### Application Progress

-  [Personal Information](#)
-  [CFISD Employment History](#)
-  [Teacher Retirement System](#)
-  [Substitute Teacher - General Q](#)
-  [Education](#)
-  [Certification](#)
-  [Employment History](#)
-  [Background Information](#)
-  [References](#)
-  [Attachments](#)
-  [DPS Verification](#)
-  [Pre-Employment Affidavit for A](#)
-  [Declaration of Applicant](#)

 Review

Complete the required fields in the **Application Confirmation Statement**.


**IMPORTANT** - Your application is not complete until you hit the "**Save and Submit**" button located at the bottom of the page and receive a confirmation number.

### Application Confirmation Statement

I affirm that all information set forth in this application is accurate, truthful and complete. If I am employed by the School District, I will abide by all Board of Education and school policies, work on assigned committees, and continue my professional growth to the best of my ability and within reasonable and personal standards. I grant permission for school officials to obtain a personal record check from the federal, state, county, and/or local law enforcement agencies and Division of Family Services; also a credit history check may be made. I release individuals listed as references and current or former employers from any liability for information given in response to a request for an employment reference. I understand that I will be required to take a drug test and physical exam prior to assuming any position for which I may be employed. In the event that I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after the discovery of the false or misleading information. I understand that this application will be considered active for one year from date of submission.

I agree to the terms above \*

Your Initials \*

Today's Date \*  /  /  

### Screening of Applications:

Once your application has been submitted, it will be screened by a member of the CFISD HR Substitute Office within one (1) business day of submittal to ensure that references and proof of education have been completed/provided. If all required information/documentation have been provided, your application will be advanced to the next step in the process which is background check and fingerprinting.

At this point in the process, it is important to monitor your email for additional information that will be sent to you regarding next steps.

You may also reference the Sub Hiring Process workflow listed on our website to get a general overview and become more familiar with the steps that will be taken during the hiring process.

We thank you for your interest in becoming a Substitute with CFISD!