



**ALLEN ACADEMY**

**3201 Boonville**

**Bryan, TX 77802**

**(979) 776-0731**

**Application for Substitute Teaching**

Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Please Type or Fill in With Ink: Social Security No. \_\_\_\_\_

**NAME in Full** \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

**Teaching Experience - Use additional sheet if necessary**

Name of School or Institution	Location Grades or High	School Subjects	Dates

**Educational and Professional Training**

Name of College or University	Degree	Date	Time Spent	Semester Hours

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For what position (grade or subject) do you wish to substitute? \_\_\_\_\_

\_\_\_\_\_

What days are you available to substitute? \_\_\_\_\_

When will you be able to begin employment? \_\_\_\_\_

What is the latest time to call at night? \_\_\_\_\_

What is the earliest time to call in the morning? \_\_\_\_\_

**References:** Give at least three references that have first hand knowledge of your character, personality, scholarship ability, and teaching ability.

Name	Phone	Official Position



**EMPLOYER**  
**BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIONS**  
**Acknowledgment and Agreement**

As a result of my application for employment with Allen Academy, I hereby acknowledge my understanding and consent that Allen Academy may conduct a background check upon me and, by my signature below, acknowledge that I have received and reviewed Allen Academy's policy on Employee Background Checks and Employee Investigations. I hereby give Allen Academy my consent to request consumer reports or investigative consumer reports concerning me from consumer reporting agencies and/or governmental agencies and that such reports may be released to Allen Academy management for purposes of evaluating my suitability for employment, promotion, reassignment or retention as an employee. I additionally acknowledge my understanding that such reports may contain information concerning my credit standing or worthiness, character, general reputation, personal characteristics, or mode of living, and may include credit reports, criminal records checks, court records checks, and/or educational and employment records and histories.

By my signature below, I hereby consent to the release of consumer or investigative consumer reports that may be requested by Allen Academy regarding me, during the course of my employment with Allen Academy. I affirm that such consent will remain in effect until revoked in a written document signed by me. In the event that I wish to refuse or revoke such consent at any time, I understand that I may do so by either signing the Refusal or Revocation of Consent Statement below and returning it to Allen Academy, at 3201 Boonville Rd., Bryan, TX 77802, or sending a signed letter or statement to Allen Academy at the same address, indicating that I revoke my consent to Allen Academy's obtaining consumer reports or investigative reports about me for employment purposes. I understand and agree that such refusal may be legitimate grounds for Allen Academy to refuse to offer employment with it, or to discontinue my employment with Allen Academy at any given time. I also understand that nothing in this policy changes the at will status of my present or future employment relationship with Allen Academy, if any.

I further understand that any and all information contained in my job application or otherwise disclosed to Allen Academy by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by Allen Academy and confirm that all such information is true and correct.

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Name of Applicant (Printed)

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Social Security Number

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Employee Signature

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Date



**REFUSAL OR REVOCATION OF CONSENT STATEMENT**

**(DO NOT SIGN UNLESS YOU HAVE DECIDED THAT YOU WILL NOT CONSENT, OR WILL NO LONGER CONSENT TO Allen Academy's OBTAINING CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS REGARDING YOU FOR EMPLOYMENT PURPOSES.)**

I do not consent to Allen Academy's obtaining consumer reports or investigative reports about me for employment purposes. I understand and agree that such refusal may be good cause for legitimate grounds for Allen Academy to refuse to offer or discontinue my employment with Allen Academy. If I have previously granted my consent, I hereby revoke it and understand that such revocation will take effect immediately after Allen Academy receives this written revocation and has actual knowledge of it sufficient to communicate the revocation to those employees or agents of Allen Academy who typically request consumer reports for Allen Academy.

\_\_\_\_\_  
Name of Applicant (Printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

[TO BE PLACED IN APPLICANT'S PERSONNEL FILE]



## Appendix A to Part 601

### Prescribed Summary of Consumer Rights

The prescribed form for this summary is as a separate document, on paper no smaller than 8x11 inches in size, with text no less than 12-point type (8-point for the chart of federal agencies), in bold or capital letters as indicated. The form in this appendix prescribes both the content and the sequence of items in the required summary. A summary may accurately reflect changes in numerical items that change over time (e.g., dollar amounts, or phone numbers and addresses of federal agencies), and remain in compliance.

#### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any



change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4367 (Toll-Free)
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693

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Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051