

In order to apply for the Substitute position, you must first create your account:

- Select Standard Application. When filling out your information be sure to check “substitute” as the application type. Once you fill out your application, select “Save and Next.” You will receive a notification that you have successfully created your account. Select “Login.”
- You will be prompted to add three account recovery questions. Click Save. Review the Disclaimer and select “Accept,” if you agree.
- To apply for the position you will have to click on “My Application.” You will have to complete your candidate profile. Click on each tab to fill in information on each section.
- Be sure to upload your resume and an official copy of your education documents.
- Once you get to the Verification and Authorization tab, read each statement carefully and check the boxes as confirmation. The next page will go over required attachments for each application type. Click Next. Select “View/Apply” to your position of interest.
- **You have not applied until you select “Apply for this job.” You will receive an email once you have applied for the position.**

Please see the screen shots below of the application process:



Arlington Independent School District

The screenshot displays the application process interface. On the left, a "Sign Up" sidebar contains three steps: "Step 1: Create an Account", "Step 2: Complete your Application", and "Step 3: Apply for Open Positions". The main content area includes a "Sign Up" form with fields for "Applicant User Name" (containing "cknox@aisd.net") and "Password" (masked with dots). Below these fields are "Login" and "Create Account" buttons, both of which are circled in red. A "- or -" separator is positioned between the two buttons. A link for "Having trouble logging in?" is located below the "Create Account" button. To the right, the "Available Jobs" section lists categories: "Administration", "Student Teacher", "Substitute", and "Support/Hourly Teacher/Professional".

Select Account Type

**Standard Application**  
 Select this if you are an external applicant, current substitute and/or temporary employee.

**Transfer Login**  
 Select this if you are a current employee (not a current substitute or temporary employee).

[Create Account](#)

\* First Name (as on Social Security card)

Middle Initial

\* Last Name (as on Social Security card)

\* Social Security Number (no dashes)

\* Email Address

\* Confirm Email Address

\* Applicant Type

Applicant Type indicates the types of jobs that will be visible to you. When the boxes are checked, you will be able to see the job postings for that type of job on the Jobs menu. If you want to see all jobs available, check all the boxes.

Administration  
 Student Teacher  
 Substitute  
 Support/Hourly  
 Teacher/Professional

\* Username [\(Help\)](#)

\* Password   
 Passwords are case sensitive [\(Help\)](#)

Password Strength

\* Confirm Password   
 Passwords are case sensitive

You must click the "Save and Next" button in order for your changes to be saved.

[Cancel](#) [Undo](#) [Save and Next](#)

# Success

You have successfully created a user account. This account allows you to enter the application system at any time to submit your application information.

By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.

NOTE: If you are unable to complete the application, you will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.



Arlington Independent School District

**Sign Up**

**Step 1**  
**Create an Account**

You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to update your application, add attachments, or view your application.

**Step 2**  
**Complete your Application**

You may exit the program at any time and return to complete it at your convenience.

**Step 3**  
**Apply for Open Positions**

Once you have completed your application, you may apply for any open position. While logged-in click on "Jobs." Click "Job Search" or "All Jobs" and select the jobs for which you would like to apply.

Applicant User Name

Password

Login

- or -

Create Account

### Available Jobs

Click to view open positions in the following job categories

- Administration
- Student Teacher
- Substitute
- Support/Hourly
- Teacher/Professional

[Having trouble logging in?](#)

## Account Recovery Question Setup

To help you recover your account in the future, Arlington Independent School District requires that you choose and respond to 3 security questions.

Choose a Question	<input type="text"/>
Choose a Question	<input type="text"/>
Choose a Question	<input type="text"/>



## Disclaimer

By submitting this form, I certify that all information given in this application and any attachments, electronic or otherwise, is true, accurate, and complete to the best of my knowledge.

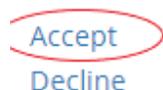
I understand that any misrepresentation, willful omission, or falsification of information requested in this application or attachments shall forfeit my right to be considered for employment and may be used as just cause for dismissal from Arlington ISD. If I am employed by the District, I further agree to observe all rules, regulations, and policies of the District now in force and effect or as they may change during my employment.

I hereby authorize the Arlington Independent School District to make any investigations of my background deemed necessary. I further authorize all persons, schools, companies, corporations, credit bureaus, or law enforcement agencies to supply all information concerning my background and to furnish records thereon or to deliver any relevant answers or information, and I hereby release all such agencies, firms, or individuals and the Arlington Independent School District, its agents and employees from any and all liability or responsibility arising from furnishing such information. I hereby release all such agencies, firms, or individuals and the Arlington Independent School District, its agents and employees from any and all liability or responsibility arising from furnishing such information. I understand that the application and records become the property of the District, which reserves the right to accept or reject it.

By accepting this Disclaimer, I represent to the Arlington ISD that I have read and fully understand the above statements.

By declining this disclaimer, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen. You must accept this disclaimer in order to make changes to your original record.

**INCOMPLETE APPLICATIONS WILL NOT RECEIVE PRIORITY CONSIDERATION**



## Application Help

### Welcome to the Online Application System for Arlington Independent School District

This page will guide you in filling out the online application. If you ever need to return to this page, you can click on the Help tab.

**Please remember to logout when you are finished.**

#### Starting Your Application

First, you will need to enter some general information about yourself. You can do that by clicking the Application tab. Fill in the information requested and move to the next page by clicking the "Save and Next" button. If you do not click the "Save and Next" button,

#### Searching For Jobs

To search for jobs that fit your criteria, start by clicking the Jobs tab then click on the Job Search link. Next, enter the search criteria into the specified areas and click search. Within seconds you will see a listing of all of the jobs matching your criteria.

## Verification and Authorizations

The Arlington Independent School District does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law.

**Your application transcripts, references, other data and electronic documents, once submitted, become the property of AISD.**

#### CERTIFICATION OF APPLICATION:

**Please read the following statements carefully and check the boxes as confirmation of your having read and accepted these conditions of employment.**

**\*I understand and agree to the following:**

- I hereby authorize Arlington Independent School District to obtain information for fingerprints to the Criminal Investigative Bureau (CIB) and the Federal Bureau of Investigation (FBI) and all liability claims or damages for the obtaining and use of information collected.
- I hereby authorize any and all organizations, including, but not limited to, my current or former employers, to provide information to Arlington Independent School District, its employees, and its agents. I hereby fully waive any rights or claims I have against said organizations, its employees, and its agents, and the omission of any such information by any person or party whether such information is obtained by my signature.
- I hereby certify that all information provided by me on this employment application is true, complete, and accurate. I understand that if any information provided by me on this employment application is false, untruthful, misleading, or incomplete that such will be cause for immediate termination of my employment. If it is discovered that any information provided by me on this employment application is false, untruthful, misleading, or incomplete, that shall be sufficient cause for termination of my employment.

You must click the "Save and Next" button in order for your changes to be saved.

Undo

Save and Next

### **SUBSTITUTE APPLICANTS**

- Resume
- Copy of **official** transcripts for highest degree awarded
- Copy of official transcripts showing 45 or more college credit hours (Substitute Teacher applicants only)
- Copy of your Texas principal or mid-management administrator certificate (if applicable)

### **SUPPORT/HOURLY APPLICANTS**

- Resume (preferred)
- Copy of **official** college transcripts, high school diploma, or GED (if applicable)
- Refer to individual postings for additional requirements

To edit your application, please click the section heading links above. Please save your username and password for future access to your application. To exit the system, click Logout.

Arlington ISD requires that you include your current supervisor's name and email as one of the references listed under the "Reference" section of the application. It is your responsibility to ensure all references are completed and returned to your application.

You are able to check the status of your references by returning to your application. If the reference was returned, the status will change from PENDING to RETURNED.

Again, thank you for your interest in the Arlington Independent School District. We look forward to considering you for employment.

**Questions? Call 682-867-7290 or email us at [HRRecruiting@aisd.net](mailto:HRRecruiting@aisd.net)**



## Jobs

Even if there are no currently posted jobs which match your particular skills or interests, please do not be discouraged from submitting an application. Furthermore, a lack of posted jobs does not mean that we are not accepting applications or seeking candidates.

**You must click a job's View link in order to apply for that job.**

Displaying 1 to 6 of 6

	JOB TITLE	JOB TYPE/POSITION DESIRED
<a href="#">View/Apply</a>	Substitute Teacher - Fall 2021	Teacher
<a href="#">View/Apply</a>	Substitute - Classroom Assistant - Fall 2021	Classroom Assistant
<a href="#">View/Apply</a>	Substitute - Clerk/Secretary - Fall 2021	Clerk/Secretary
<a href="#">View/Apply</a>	Substitute - Assistant Principal - Fall 2021	Assistant Principal
<a href="#">View/Apply</a>	Substitute - Nurse - Fall 2021	Nurse
<a href="#">View/Apply</a>	Substitute - Principal - Fall 2021	Principal

Showing 6 results

## Questionnaire Form

You are required to fill out this questionnaire to continue with this request.

\* The minimum age required for this position is 21 years old. Do you meet this age requirement?  Yes  No

\* Do you have a minimum of 45 college hours?  Yes  No

\* AISD requires substitutes to work a minimum of 4 times per month. Can you meet this requirement?  Yes  No

\* Why do you want to be a substitute for the AISD?

\* Please select the levels you prefer:  Elementary  High School  Junior High

\* Do you plan to become a certified teacher?  Yes  No

You must click the "Save and Next" button in order for your changes to be saved.

[Cancel](#) [Undo](#) [Save and Next](#)

# Job

You have not applied for this job.

Apply for this job

Notify me about jobs like this

[Arlington ISD Salary Schedule](#)

<b>Organization/Location</b>	Substitute Office
<b>Job Title</b>	Substitute Teacher - Fall 2021
<b>Job Type/Position Desired</b>	Teacher
<b>Duty Days</b>	<a href="#">(Help)</a>