

**Hartley Independent School District**  
PO Box 408  
Hartley, Texas 79044

**Employment Application for Service and Support Personnel**

*We consider applicants for all positions without regards to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition or handicap that is not job related, or any other legally protected status. An Equal Opportunity Employer.*

**PERSONAL DATA**

Date of Application \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Current Address \_\_\_\_\_  
Street/Box City State Zip Code

Other address where you may be reached \_\_\_\_\_

Work Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

**POSITION DATA**

Position for which you are applying: \_\_\_\_\_

Type of Employment: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Summer Only \_\_\_\_\_

Date Available: \_\_\_\_\_

Former Hartley ISD employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give dates of employment: \_\_\_\_\_

**EDUCATION / TRAINING**

Check highest level attained:

- \_\_\_ Not high school graduate (Circle last grade completed) 1 2 3 4 5 6 7 8 9 11 12
- \_\_\_ High school graduate      \_\_\_ GED      \_\_\_ Less than two years in college
- \_\_\_ Two or more years college      \_\_\_ Bachelor's degree
- \_\_\_ Master's degree      \_\_\_ Other training or education \_\_\_\_\_

Licenses / Certifications held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Schools Attended: *List all applicable information.*

Name of School & Location	Course of Study Major / Minor Fields	Diploma, Degree or Certificate	Year Graduated
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**WORK EXPERIENCE**

Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first. Attach additional sheets if necessary. *[Bus driver applicants, see Addendum]*

Employer & Location	Position / Title	Dates Employed	Reason for leaving
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**SPECIAL SKILLS**

List specific skills and/or any machines of equipment you can operate. Include typing speed and number of years experience.

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**GENERAL INFORMATION**

Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

Do you have a relative who is a member of the Hartley ISD Board of Education?  Yes  No  
If yes, please give the name of relative and relationship: \_\_\_\_\_

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to, theft, attempted theft, rape, murder, swindling, and indecency with a minor) and/or received probation of deferred adjudication?  Yes  No If yes, please explain: \_\_\_\_\_

(Conviction of a felony is not an automatic bar to employment The district will consider the nature, date, and relationship between the offense and the position for which you are applying )

**Verification**

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.

I understand that the district is authorized by Texas Education Code 22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

This application becomes the property of the district. The district reserves the right to accept or reject it. This application shall be considered active for \_\_\_\_\_ months. If you have not received response during this time period, you may reapply or reactivate your application.



