

Sunray ISD: PO Box 240, Sunray, TX 79086-0240

Employment Application for Professional Personnel

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data

Date of Application _____ Social Security Number _____

Name _____
Last First Middle Initial

Email address: _____

Current Address _____
Street/Box City State Zip Code

Other Address where you may be reached _____

Work Phone: _____ Home Phone: _____

Name used on records if different from present name: _____
(to be used for reference checks)

Position Data

Position for which you are applying: _____

Credentials included with application: Resume
 All teaching and professional certificates (front and back if appropriate)
 All transcripts showing degrees

Date Available _____

Former Sunray ISD Employee: Yes ____ No ____

If yes, give dates of employment: _____

Education/ Training

School attended: List all applicable information:

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, Certification	Year Graduated

Certification	<p>Type of Certificate held now:</p> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid - other state _____ <input type="checkbox"/> Emergency (Texas) <input type="checkbox"/> Texas one-year certificate: Expiration date _____ <input type="checkbox"/> Texas Temporary administrative: Expiration date _____ <p>Areas of Specialization:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Administration</td> <td><input type="checkbox"/> All level Art</td> <td><input type="checkbox"/> Vocational (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Superintendent</td> <td><input type="checkbox"/> All level health and PE</td> <td><input type="checkbox"/> Nurse</td> </tr> <tr> <td><input type="checkbox"/> Principal</td> <td><input type="checkbox"/> All level music</td> <td><input type="checkbox"/> Visiting Teacher</td> </tr> <tr> <td><input type="checkbox"/> Mid-management Administrator</td> <td><input type="checkbox"/> Librarian</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Elementary</td> <td><input type="checkbox"/> Counselor</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Elementary and Kindergarten</td> <td><input type="checkbox"/> Special Education (specify) _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Secondary (6-12)</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Administration	<input type="checkbox"/> All level Art	<input type="checkbox"/> Vocational (specify) _____	<input type="checkbox"/> Superintendent	<input type="checkbox"/> All level health and PE	<input type="checkbox"/> Nurse	<input type="checkbox"/> Principal	<input type="checkbox"/> All level music	<input type="checkbox"/> Visiting Teacher	<input type="checkbox"/> Mid-management Administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Elementary and Kindergarten	<input type="checkbox"/> Special Education (specify) _____		<input type="checkbox"/> Secondary (6-12)		
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Teaching Experience	<p>List Teaching Experience (most recent first)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name of School and Location</th> <th style="width: 15%;">Type of Assignment</th> <th style="width: 15%;">Dates Taught</th> <th style="width: 35%;">Reason for Leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of School and Location	Type of Assignment	Dates Taught	Reason for Leaving																	
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Other Work Experience	<p>Please provide a complete listing of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Please attach resume, if available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">School District/Firm Name</th> <th style="width: 20%;">Position/Title</th> <th style="width: 15%;">Dates Employed</th> <th style="width: 35%;">Reason for Leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving																	
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Professional Data	<p>Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.</p> <ul style="list-style-type: none"> • Publications/Articles _____ _____ • Seminars/Workshops conducted _____ _____ • Other related professional activities _____ _____ 																					

General Information	<p>Do you have a relative who is a member of the Sunray ISD Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the name of the relative and relationship: _____</p> <p>_____</p> <p>_____</p> <p>Have you ever been convicted of a felony or offense involving moral turpitude (including but not limited to theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state where, when, and the nature of the offense: _____</p> <p>_____</p> <p>_____</p> <p>(Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and the relationship between the offense and the position for which you are applying.)</p>																									
References	<p>Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Full name of Reference</th> <th style="width: 20%;">School District/ Firm Name</th> <th style="width: 25%;">Mailing Address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 10%;">Area Code/ Phone Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Full name of Reference	School District/ Firm Name	Mailing Address	Position/Title	Area Code/ Phone Number																				
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Verification	<p>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.</p> <p>I authorize the references listed above 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 same to you.</p> <p>I understand that the district is required by the Texas Education Code § 21.917 to obtain criminal history record information on applicants selected for employment.</p> <p>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 a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not the applications are being accepted at that time.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant _____ Date</p>																									

Criminal History Record of Information Addendum

Confidential*

The Sunray Independent School District (171902) is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

Please print:

Name _____
Last First Middle

Social Security Number _____ Date of Birth _____

State and Driver License Number _____

Sex: Male Female Ethnicity: Black Hispanic White/Other

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used solely for the purpose of obtaining criminal history record information.

Signature _____

Date _____

Please return request to:
Sunray ISD
PO Box 240
Sunray, TX 79086-0240

* This form will be removed from the application and filed separately in the personnel office.

Pre-Employment Affidavit for Applicant Offered Employment

For purposes of this affidavit:

***Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.*

***Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*

***Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.*

I declare the following:

- 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**. 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**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.
-

Affidavit of Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

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

Name (First, Middle, Last) _____
Date of Birth

Address (Street, City, State, Zip Code) _____
County

Executed in _____ County, State of Texas, on the _____ day of _____, _____.
County Date Month Year

(Signature of Declarant)

State of Texas
County of _____

Before me, _____ (insert the name of the notary), on this day personally appeared _____ (insert the name of the applicant), known to me [or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument] and acknowledged to me that he executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this _____ day of _____, (year).

(Personalized Seal)

Notary Public's Signature

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit.**

*This form will be processed separately and not shared with the hiring manager.