

**WESTBROOK INDEPENDENT SCHOOL DISTRICT
EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL**

*An Equal Opportunity Employer**

Date of application _____				
Personal Data	Name _____ <i>Last First Middle initial</i>			
	Current address _____ <i>Street/Box City State ZIP Code</i>			
	Other address where you may be reached _____			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
Position Data	List the position(s) for which you are applying _____			
	Credentials included with application:			
	<input type="checkbox"/> Résumé			
	<input type="checkbox"/> All teaching and professional certificates or licenses			
	<input type="checkbox"/> All transcripts showing degrees			
	Date you can begin work _____			
Have you been employed by Westbrook ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, provide dates of employment _____				
Education/Training	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <i>(College only)</i>

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Certification/Licensure	<p>Certificates or Licenses Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>																																											
Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name and location of school</td> <td style="width: 25%;"></td> <td style="width: 25%;">Name and location of school</td> <td style="width: 25%;"></td> </tr> <tr> <td>Type of assignment</td> <td></td> <td>Type of assignment</td> <td></td> </tr> <tr> <td>Dates taught</td> <td></td> <td>Dates taught</td> <td></td> </tr> <tr> <td>Principal's name and phone</td> <td></td> <td>Principal's name and phone</td> <td></td> </tr> <tr> <td>Reason for leaving</td> <td></td> <td>Reason for leaving</td> <td></td> </tr> <tr> <td>Name and location of school</td> <td></td> <td>Name and location of school</td> <td></td> </tr> <tr> <td>Type of assignment</td> <td></td> <td>Type of assignment</td> <td></td> </tr> <tr> <td>Dates taught</td> <td></td> <td>Dates taught</td> <td></td> </tr> <tr> <td>Principal's name and phone</td> <td></td> <td>Principal's name and phone</td> <td></td> </tr> <tr> <td>Reason for leaving</td> <td></td> <td>Reason for leaving</td> <td></td> </tr> </table>				Name and location of school		Name and location of school		Type of assignment		Type of assignment		Dates taught		Dates taught		Principal's name and phone		Principal's name and phone		Reason for leaving		Reason for leaving		Name and location of school		Name and location of school		Type of assignment		Type of assignment		Dates taught		Dates taught		Principal's name and phone		Principal's name and phone		Reason for leaving		Reason for leaving	
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Other Work Experience	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.			
	Employer name and location		Employer name and location	
	Position/title held		Position/title held	
	Dates employed		Dates employed	
	Supervisor's name and phone		Supervisor's name and phone	
	Reason for leaving		Reason for leaving	
	Employer name and location		Employer name and location	
	Position/title held		Position/title held	
	Dates employed		Dates employed	
	Supervisor's name and phone		Supervisor's name and phone	
Reason for leaving		Reason for leaving		
References	Please list references the district can contact regarding your work history.			
	Full name of reference	School district/ firm name	Mailing address	Position/title
				Area code/ phone number

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General Information	<p>Do you have a relative who serves on the Board of Education or is an employee of Westbrook ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any 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</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>(A felony conviction 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.)</p>
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 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.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p style="text-align: center;">_____ Signature</p> <p style="text-align: center;">_____ Date</p> <p>This application becomes the property of the district. The district reserves the right to accept or reject it.</p>

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status*

The district Title IX Coordinator is Todd Burlison, Supt., P O Box 99, Westbrook, Tx 79565 325-644-2971.

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

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CONFIDENTIAL

The Texas Education Code Section 22.0803(b) authorizes the District to obtain criminal history record information on applicants being considered for employment with the District. The information requested below is necessary to obtain criminal history record information and complete the required fingerprinting process.

Full Name (as shown on driver license)

Last	First	Middle
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Social Security Number	Date of Birth	Driver License # and State
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Sex: () Male	Ethnicity () Black
() Female	() 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 of Applicant	_____ Date
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This form will be removed from the application and filed separately in the personnel office.

DPS Computerized Criminal History (CCH) Verification

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(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please Print)

Agency Representative Name (Please Print)

Signature of Agency Representative

Date

<i>Please:</i>	
<i>Check and Initial each Applicable Space</i>	
<i>CCH Report Printed:</i>	
<i>YES</i> _____	<i>NO</i> _____ <i>initial</i>
<i>Purpose of CCH:</i> _____	
<i>Hire</i> _____	<i>Not Hired</i> _____ <i>initial</i>
<i>Date Printed:</i> _____	_____ <i>initial</i>
<i>Destroyed Date:</i> _____	_____ <i>initial</i>
<i>Retain in your files</i>	