

Groveton ISD

## Employment Application for Service And Support Personnel

Groveton ISD does not discriminate on the basis of race, religion, national origin, sex, disability, or age in its programs activities.

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 can be reached: _____ |   |                        |  |                                |                               |
| Work Ph. Number: _____                        |   | Home Ph. Number: _____ |  |                                |                               |
| Position Data                                 | Position for which you are applying: _____  |                        |  |                                |                               |
|   | Type of Employment: Full-Time _____ Part-Time _____ Summer Only _____   |                        |  |                                |                               |
|   | Date available: _____   |                        |  |                                |                               |
|   | Former <i>Groveton ISD</i> employee: yes _____ no _____   |                        |  |                                |                               |
|   | If yes give dates: _____  |                        |  |                                |                               |
| Education/Training                            | Check highest level attained:   |                        |  |                                |                               |
|   | <input type="checkbox"/> Not a high school graduate. Indicate the last grade completed _____ (1,2,3,4,5,6,7,8,9,10,11,12) |                        |  |                                |                               |
|   | <input type="checkbox"/> High school graduate   |                        | <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college |                                |                               |
|   | <input type="checkbox"/> Two or more years of college   |                        | <input type="checkbox"/> Bachelor's Degree   |                                |                               |
|   | <input type="checkbox"/> Master's Degree  |                        | <input type="checkbox"/> Other training or education _____                           |                                |                               |
|   | _____   |                        |  |                                |                               |
|   | _____   |                        |  |                                |                               |
|   | Schools Attended: List all applicable information.  |                        |  |                                |                               |
|   | Name of School and Location   |                        | Course of Study Major/Minor Fields   | Diploma, Degree or Certificate | Year Graduated (College Only) |
|   |   |                        |  |                                |                               |
|   |   |                        |  |                                |                               |
|   |   |                        |  |                                |                               |
|   |   |                        |  |                                |                               |

Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first. Attach an additional sheet if necessary. (If you need to attach an additional sheet please use Microsoft Word and e-mail with this application.) Bus driver applicants, see Addendum.

| Work Experience | Employer and Location | Position/Title | Dates Employed | Reason for Leaving |
|-----------------|-----------------------|----------------|----------------|--------------------|
|                 |                       |                |                |                    |
|                 |                       |                |                |                    |
|                 |                       |                |                |                    |
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|                 |                       |                |                |                    |

|                |   |          |
|----------------|---|----------|
| Special Skills | List specific skills and/or any machines or equipment you can operate. List typing skills and No. of years of experience. |          |
|                | 1. _____  | 4. _____ |
|                | 2. _____  | 5. _____ |
|                | 3. _____  | 6. _____ |

|                     |   |
|---------------------|---|
| General Information | <p>Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying?<br/>         Yes _____ No _____ If yes, please explain _____</p> <p>_____</p> <p>_____</p>  |
|                     | <p>Do you have a relative who is a member of the <u>Groveton ISD</u> Board of Education?</p> <p>Yes _____ No _____ If yes, please give the name of relative and relationship: _____</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)? Yes _____ No _____</p> <p>If yes, please explain: _____</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 relationship between the offense and the position for which you are applying).</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.

| Employment References | Full Name of Reference | School District<br>Firm Name | Mailing Address | Position/Title | Area Code<br>Phone No. |
|-----------------------|------------------------|------------------------------|-----------------|----------------|------------------------|
|                       |                        |                              |                 |                |                        |
|                       |                        |                              |                 |                |                        |
|                       |                        |                              |                 |                |                        |
|                       |                        |                              |                 |                |                        |

**Personal Statement**

Please make a statement concerning your reasons for desiring a position with the Groveton ISD.

**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 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 parties from liability for any damage that may result from furnishing same to you.

I understand that the district is required by Texas Education Code § 21.917 to obtain criminal history record information on applicants for employment.

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 applications are being accepted at that time.

\_\_\_\_\_

Typing your name will be considered the same as a signature

\_\_\_\_\_

Date

## Criminal History Information

The Groveton ISD has the authority under Subchapter Z, section 21.917 of the Texas Education Code to receive Criminal History Record information from the Texas Department of Public Safety.

To assist us in obtaining these records, please fill in the following information:

|      |      |       |        |
|------|------|-------|--------|
| Name |      |       |        |
|      | LAST | FIRST | MIDDLE |

|     |      |  |        |  |
|-----|------|--|--------|--|
| SEX | MALE |  | FEMALE |  |
|-----|------|--|--------|--|

Place an X in the box following your choice.

|      |  |
|------|--|
| RACE |  |
|------|--|

|               |       |     |      |
|---------------|-------|-----|------|
| DATE OF BIRTH |       |     |      |
|               | MONTH | DAY | YEAR |

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|           |  |
|-----------|--|
| USER I.D. |  |
|-----------|--|

(FOR SCHOOL USE ONLY)