



Grape Creek I.S.D.

# SUPPORT STAFF APPLICATION

(Please read carefully before completing application)

## General

Grape Creek I.S.D. provides application forms to anyone who makes a request, regardless of existing vacancies in the areas of interest or the number of applications already on file. Receiving an application does not mean any vacancies exist or that the requestor is being considered for immediate employment.

## Application Form

All information requested in the application form should be completed accurately and in its entirety. Please provide all names, dates and addresses in full. Applications will not be considered until they are complete.

## Personal Interviews

The district schedules interviews only in the positions where vacancies exist or where future vacancies are anticipated. Calls will be made to arrange for a personal interview if there is a vacancy in a position for which you are qualified.

## Retention of Applications

Applications will be retained on active status for a period of one calendar year.

## Application Renewal

If you wish to keep your application on active status beyond one calendar year, send a letter renewing your application or call the administration offices at 658-7823, ext. 1000 to request an extension. If you have new or additional information, please request a new application form. If an application is not renewed, it will be destroyed according to the district's records retention schedule.

Mail or deliver completed applications to:

Grape Creek ISD  
8207 U.S. Hwy. 87 North  
San Angelo, TX 76901  
Ph. 325-658-7823  
Fx. 325-658-8719

Grape Creek I.S.D. is an equal opportunity employer. Grape Creek I.S.D. considers applicants for all positions without regard to race, color, national origin, age, religion, gender, marital status, veteran or military status, disability, or any other legally protected status.



# GRAPE CREEK I.S.D. SUPPORT STAFF APPLICATION

Please PRINT

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

Present Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Rank the positions below in areas of interest with "1" being your biggest area of interest. Leave blank any areas for which you are NOT interested.

\_\_\_ Custodial      \_\_\_ Maintenance      \_\_\_ Transportation      \_\_\_ Instructional Aide

\_\_\_ Secretary/Clerk      \_\_\_ Other (specify) \_\_\_\_\_

*Please note that applications for food service are handled through our contracted services. Please inquire at (325) 655-1735, ext. 2016 for application instructions.*

Please indicate the following interests: \_\_\_ Full-time      \_\_\_ Part-time

Have you worked for Grape Creek ISD in the past? \_\_\_\_\_

If answered yes, please list dates of employment and position: \_\_\_\_\_

## EDUCATION

Check the highest level of education attained:

\_\_\_ Not a high school graduate (If so, list highest grade completed): \_\_\_\_\_

\_\_\_ High School Graduate      \_\_\_ GED      \_\_\_ Bachelor's Degree      \_\_\_ Master's Degree

\_\_\_ Other training or education \_\_\_\_\_

Licenses and certifications held \_\_\_\_\_

Name of School	Location	Dates Attended	Date of Graduation	Degree/Diploma

**EMPLOYMENT HISTORY**

Employer and Location	Position/Title	Dates Employed	Reason for Leaving

**SPECIAL SKILLS**

List specific skills (word processing, spreadsheets, electrician, plumber, etc.) and any machines or equipment you can operate.

**REFERENCES**

Full Name	Business Name	Address	Phone Number

**GENERAL INFORMATION**

Do you have a relative who serves on the Grape Creek ISD Board of Trustees? \_\_\_\_\_

GCISD obtains criminal history information on applicants for employment under the authority of Texas Education Code §22.083. You must provide the information requested on the Personnel Information/Criminal History Release form attached to this application; however, that information will be used only for the purpose of obtaining your criminal history record.

Offenses involving moral turpitude include without limitation theft or attempted theft of any kinds, fraud of any kind, sexual offenses of any kind, assault offenses, bribery, perjury, drug or alcohol offenses, offenses involving minors, or any other offense contrary to justice, honesty, modesty, or good morals. The term “conviction” includes a “no contest” or “nolo contendere” plea, a guilty plea, probation, and deferred adjudication.

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

Have you ever been convicted of a felony of any kind or of an offense, felony or misdemeanor involving moral turpitude? Yes\_\_\_\_ No\_\_\_\_ If yes, explain in full: \_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

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 in this application 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 tht may result from furnishing the same to you.

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

Applicant 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 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

**Grape Creek Independent School District**  
**PERSONNEL INFORMATION / CRIMINAL HISTORY RELEASE**

This form will be removed from the application and filed separately in the Personnel Office. Please complete all blanks.

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_

Social Security # \_\_\_\_\_ Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_  Male  Female

Ethnicity (check one)  American Indian  Asian  Black  Hispanic  White, Non Hispanic  
 Other (specify) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ DL State \_\_\_\_\_ Class \_\_\_\_\_

DL Expiration \_\_\_\_\_

(Check One)  Applicant for Employee  Applicant for Substitute  Student Teacher  
 Volunteer  Other (please specify) \_\_\_\_\_

School where volunteering \_\_\_\_\_

Highest degree held \_\_\_\_\_ Teacher Certified?  Yes  No State \_\_\_\_\_

Read and sign below:

I hereby give the Grape Creek Independent School District written permission by and through this release form to obtain from any law enforcement or criminal justice agency all criminal history record information that relates to me. (as per Texas Education Code §22.083).

It is understood that the information shall be treated confidentially and used only to evaluate my application to work in the Grape Creek Independent School District. As an application herein, I shall hold GCISD and all other agencies harmless from the use of said information and waive any right I may have to the secured information.

I understand that the original of this release approval will be maintained within the District's files.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes Regarding Background Check and Fingerprinting Fees**

Grape Creek ISD assumes the cost of all required Criminal Background Check and Fingerprinting fees at the time employment is extended. If an employee leaves the district within one calendar year of hire, these fees will be recovered from final payroll disbursements.

I acknowledge understanding of this policy.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_