



The following documents are required for employment consideration. ANY ITEM NOT INCLUDED WILL DELAY THE APPLICATION AND EMPLOYMENT PROCESS. To expedite the application and interview process, you are encouraged to return the complete application packet to the Office of Human Resources.

Application Packet consists of:

- Application for Employment
- Application Data Form
- Background Check Authorization and Release Form
- DPS Computerized Criminal History (CCH) Verification (**All employees, both certified and non-certified, as well as substitute teachers, must be fingerprinted before their first day of employment.**)

STET will upload the required information to SBEC Online for applicants being considered for employment. TEA will email an individual FAST Fingerprint Pass form to the district. The district representative will be responsible for distributing the FAST Fingerprint Pass form to the individual applicant.

- This fee must be paid online with a credit card or approved debit card; if the applicant does not have either card, a pre-paid/one-time use credit card can be obtained from any financial institution or certain retail outlets.
- The applicant must take their FAST Fingerprint Pass form, receipt from their online payment and photo identification (driver's license, state issued identification card, etc.) to their scheduled appointment.
- It is recommended that the applicant keep possession of their FAST Fingerprint Pass until they are sure their prints have cleared and completed.

- Letter of Intent (cover letter)
- Current Resume
- List of Professional References
- Copies of your transcript(s) from each college or university attended. The transcript(s) must bear the registrar's signature and the official college seal. An original transcript will be required from each college or university if hired. In order for the transcript to be official, it must come directly from the University/College to our school district or issued to a student in a sealed envelope. The envelope must remain unopened otherwise it will invalidate the official transcript.

NOTE: It is our policy NOT to make any copies of the requested documents. The applicant must provide above documents for EACH position applying for.

Thank you for applying for a position with South Texas Educational Technologies, Inc.