

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 *Groveton ISD* employee: yes _____ no _____

If yes give dates: _____

Education/Training

Check highest level attained:

___ Not a high school graduate. Indicate the last grade completed _____ (1,2,3,4,5,6,7,8,9,10,11,12)

___ High school graduate ___ GED ___ Less than two years of college

___ Two or more years of college ___ Bachelor's Degree

___ Master's Degree ___ 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

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

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 Firm Name	Mailing Address	Position/Title	Area Code 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	
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Place an X in the box following your choice.

RACE	
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DATE OF BIRTH			
	MONTH	DAY	YEAR

USER I.D.	
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(FOR SCHOOL USE ONLY)

Submit by E-Mail