

EMPLOYMENT APPLICATION FOR
PROFESSIONAL PERSONNEL

NECHES I.S.D.
P.O. BOX 310
NECHES, TEXAS 75779

Please e-mail applications to:
Employment@nechesisd.net

Superintendent, Randy Snider
903-584-3311

High School Principal
Trent Cook
CookT2@nechesisd.net
903-584-3443

Elementary/Jr. High Principal
Kimberlyn Snider
Sniderk@nechesisd.net
903-584-3401

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, and marital status, the presence of a medical condition, disability or any other legally protected status.

Please include a copy of your driver's license and your social security card.

An Equal Opportunity Employer

Personnel Data

Name (Last) _____ (First) _____ (Middle) _____		
Date of Application _____		Date of Birth _____
Social Security Number _____		
Current Address _____		Zip Code _____
(State) _____		
Other address where you may be reached _____		Zip Code _____
(State) _____		
Home Phone _____	Work Phone _____	Cell Phone _____
Other name that may appear on records _____		
(Used only for reference checks)		

Position Data

List the position(s) you are applying for _____	
Credentials included with application _____	<input type="checkbox"/> Resume <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 Neches I.S.D. 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, certificates, or license held	Year graduated <i>(College Only)</i>

Certification

Certificate or license currently held:

- None
 Valid Texas
 Valid other State
 Texas Emergency
 Texas One-Year: Expires _____
 Texas Temporary Administrative: Expires _____

Areas of Specialization:

- | | | |
|------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> All-Level Art | <input type="checkbox"/> Vocational (specify) _____ |
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> All-Level Health and P.E. | <input type="checkbox"/> Nurse |
| <input type="checkbox"/> Principal | <input type="checkbox"/> All-Level Music | <input type="checkbox"/> Visiting Teacher |
| <input type="checkbox"/> Midmanagement Administrator | <input type="checkbox"/> Librarian | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Counselor | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Elementary and Kindergarten | <input type="checkbox"/> Special Education (specify) _____ | |
| <input type="checkbox"/> Secondary (Jr./Sr. High) | | |

Teaching Experience

List teacher experience beginning with most recent years:

Name and location of school	Type of assignment	Dates taught	Reason for leaving

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 resume if available.

School district/firm name	Position/Title	Date employed	Reason for leaving

Professional Data

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.

Papers/articles published _____

Seminars/workshops conducted _____

Other related professional activities _____

General Information

Do you have a relative who serves on the Neches I.S.D. Board of Education?

Yes No If yes, please provide the relative's name and relationship: _____

Have you ever been convicted of/or pleaded guilty or no contest (nolo contendere) to 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 state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication: _____

(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.)

References

Please list references the district can contact regarding your work history. Please include all managers and who evaluated or supervised your performance at your last two employers.

Full name of reference	School district/firm name	Mailing address	Position/Title	Phone Number

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 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.

I understand that the district is authorized by Texas Education Code 22.083 to obtain criminal history record information on applicants selected for employment.

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 a period not to exceed _____ 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.

DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, have been notified that a computerized
APPLICANT or EMPLOYEE NAME (Please Print)
criminal 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 information 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 (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

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 have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 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)

Signature of Agency Representative

Date

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