

EMPLOYMENT APPLICATION
FOR
SERVICE AND SUPPORT 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

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

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 _____	Social Security Number _____	Date of Birth _____
Current Address _____ (State) _____		Zip Code _____
Other address where you may be reached _____ (State) _____		Zip Code _____
Home Phone _____	Work Phone _____	Cell Phone _____

Position Data

Position for which you are applying _____		
Type of Employment: Full-Time _____	Part-Time _____	Summer Only _____
Date Available _____		
Former Neches I.S.D. Employee () Yes () No		
If yes, give dates of employment: _____		

Educational/Training

Check highest level attained:	
() Not high school graduate	(Circle last grade completed) K 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 _____
Licenses/Certificates held: _____	

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)

Work Experience

Please provide a complete listing of all jobs or positions you have held in the past 10 years. Attach additional sheets if necessary. (Bus driver applications, see Addendum.) List the most recent job first.

Employer and Location	Position/Title	Dates Employed	Reason for leaving

Special Skills

List specific skills and/or any machines or equipment you can operate. Include typing speed and number of year's experience.

- | | |
|----------------------------------|----------------------------------|
| 1. _____
2. _____
3. _____ | 4. _____
5. _____
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 Neches I.S.D. 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, attempted theft, rape, murder, swindling, and indecency with a minor) and/or received probation or deferred adjudication? () 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.)

Employment Reference

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.

Full Name of Reference	School/Firm Name	Mailing Address	Position	Area Code Phone No.

Personal Statement

Please make a statement in your own handwriting concerning your reasons for desiring a position with the Neches I.S.D. (Use the backside of this page if necessary.)

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

I understand that the district is required by Texas Education Code 22.083 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 _____ 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.

Signature of Applicant _____

Date _____

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	