

EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security Number _____			
	Name _____ <i>Last First Middle Initial</i>			
	Mailing address _____ <i>Street/Box City State Zip Code</i>			
	Other address where you may be reached _____			
	Home phone _____		Second phone number _____	
	Email address _____			
	Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
Position Data	List position(s) you are applying for: _____			
	Credentials included with application: <ul style="list-style-type: none"> <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 Natalia ISD 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, certificate, or license held	Year graduated <i>(College only)</i>

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Certification	Teaching Certificate or License Currently Held: <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State _____ <input type="checkbox"/> Texas Emergency _____ <input type="checkbox"/> Texas One-Year: Expires: _____ <input type="checkbox"/> Texas Temporary Administrative: Expires: _____ Level(s) of Certification: _____ Areas of Specialization/Endorsements (as listed on certification): _____ _____ _____ _____			
Teaching Experience	List teaching 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 of necessary. Attach resume if available.			
	School district/firm name	Position/title	Dates employed	Reason for leaving

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Professional Data	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.</p> <p>Papers/articles published: _____</p> <p>Seminars/workshops conducted: _____</p> <p>Other related professional activities: _____</p>																													
General Information	<p>Do you have a relative who serves on the Natalia ISD Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the relative's name and relationship _____</p> <p>_____</p> <p>Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense: _____ _____ _____</p> <p><small>(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.)</small></p>																													
References	<p>Please list references the District can contact regarding our work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th> <th style="width: 20%;">School District/firm name</th> <th style="width: 25%;">Mailing Address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 15%;">Area code, phone number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Full name of reference	School District/firm name	Mailing Address	Position/Title	Area code, phone number																				
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Verification	<p>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.</p> <p>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.</p> <p>I understand that the District is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the District intends to employ.</p> <p style="text-align: center;">_____ Signature _____ Date</p> <p>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 24 months. If you have not received a response during this time period, you may reapply or reactivate your application.</p>
Writing Sample	<p>In the space provided below and in your own words, please indicate why you want to work for Natalia ISD:</p>

CRIMINAL HISTORY RECORD INFORMATION REQUEST

CONFIDENTIAL

The Natalia Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code 22.083). The information requested below is necessary to obtain criminal history record information.

Please Print:

Full Last Name

Full First Name

Full Middle Name

Social Security Number: _____

Date of Birth: _____

Sex: _____ Male _____ Female

Ethnicity: _____ Black _____ White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used solely for the purpose of obtaining criminal history record information.

Signature

Date

*This form will be removed from the application and filed separately in the personnel office