

APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

Return to:
Meyersville Independent School District
Personnel Office
1897 Meyersville Road
P. O. Box 1
Meyersville, Texas 77974
(361) 275-3639 FAX 361-275-5034

It is the policy of Meyersville ISD not to discriminate on the basis of sex, handicap, race, color, age, political belief, national origin or religion in its educational programs, activities or employment.

For Office Use Only

Date Received: _____

Expires: _____

Interview Date: _____

I. PERSONAL DATA (Please type or print all information.)

Last Name _____ First Name _____ M.I. _____

Social Security Number _____ E-mail address _____ Date _____

U.S. Citizen? Yes No Filed for Citizenship? Yes No Date filed: _____

Other name(s) under which you have attended school or worked : _____

CURRENT ADDRESS

Effective Until: _____ Phone: _____
Month Day Year Area Number

Cell: _____
Area Number

Street Address _____

City _____ State _____ ZIP Code _____

PERMANENT OR ALTERNATE ADDRESS

Effective Until: _____ Phone: _____
Month Day Year Area Number

Street Address _____ Apt. Number _____

City _____ State _____ ZIP Code _____

II. POSITION(S) FOR WHICH YOU WISH TO APPLY

Check **all** appropriate boxes:

- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom Aide | <input type="checkbox"/> Secretarial/Clerical Aide | <input type="checkbox"/> Nurse's Aide |
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Custodial |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Substitute Foodservice Worker | <input type="checkbox"/> Substitute Custodian |
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Summer Only |

Date you can begin: _____

Have you worked for the Meyersville ISD in the past? Yes No

Previous Dates of Employment: _____

III. EDUCATIONAL HISTORY

Highest grade attended: _____ GED _____ Two or more years of college _____ Bachelor's _____ Master's Degree _____

Other training or education: _____

Licenses or Certificates held: _____

(List in **reverse** chronological order.)

EDUCATIONAL INSTITUTIONS	DATE GRAD.								
High School									
College-University		Hours	Degree	Major	HRS.	GRADE AVG.	Minor	HRS.	GRADE AVG.

IV. WORK EXPERIENCE

Please provide a complete list and all positions you have held in the past 10 years. List most recent first.

FROM		TO		NO. OF YRS.	Employer and Location	Position/Title	Reason for Leaving
MTH.	YR.	MTH.	YR.				

(Note: The principal/supervisor named above may be contacted for reference.)

Do you have any physical conditions that would limit your capacity in this job? Yes No

V. REFERENCES

NAME AND ADDRESS	PHONE NUMBER	ORGANIZATION	RELATIONSHIP

Do you have any physical conditions that would limit your capacity in this job? Yes _____ No _____

Special Skills

List specific skills and any machines or equipment you can operate. Include typing speed and number of years experience.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Do you have a valid driver's license? Yes No

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)? Yes No

If yes, please state where, when, and the nature of the offense: _____

(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.)

VI. GENERAL INFORMATION

Do you have relatives serving on the MISD Board of Trustees or employed in any capacity with the district? No Yes If yes, please complete the information below.

NAME OF RELATIVE	POSITION HELD	RELATIONSHIP

I can begin work on this date: _____

Will you accept a position subject to assignment? Yes No

VII. SUPPORT MATERIAL REQUIRED

In order for your application to be complete, the following items must be included:

1. Resume
2. Three references

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 OR DISMISSAL FROM SUBSEQUENT EMPLOYMENT. Furthermore, it is understood that this application becomes the property of the Meyersville Independent School District which reserves the right to accept or reject it. I authorize the references listed above to give the Meyersville ISD any and all information concerning previous employment and pertinent information, personal or otherwise, and release such parties from liability for any damage that may result from furnishing the same to you. Referenced and other information which becomes a part of this record are to be regarded as confidential and shall not be revealed without your permission.

Type yes if you agree with the above. _____ Date: _____
(This serves as your signature.)

This application will remain on file for two years only; it must be renewed if further consideration is desired.

MEYERSVILLE INDEPENDENT SCHOOL DISTRICT

Criminal History Record Information Addendum

Confidential

The Meyersville Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code Section §22.083). The information requested below is necessary to obtain criminal history record information.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?

YES NO

(A criminal record is not an automatic bar to employment. The district will consider the nature, date and relationship between offense and the position for which you are applying. False information supplied on an application is, however, cause for disqualification/dismissal.)

Name _____

Last
First
Full Middle Name
Maiden

Address _____

City
State
Zip

Hair Color
Driver's License No.
Issuing State
Type or Class
Date of Birth

Eye Color
Social Security Number
Height
Ethnicity:
Eye Color

Sex: Male Female

 African American
 White
 Hispanic
 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.

I consent to the Meyersville/ ISD doing a criminal history check. yes no Date: _____

(This serves as your signature.)

FOR OFFICE USE ONLY

Criminal Record Check

Date Returned: _____

Cleared: _____

Initials: _____

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