



# APPLICATION FOR PROFESSIONAL EMPLOYMENT

Presidio Independent School District

*An Equal Opportunity Employer*

Presidio I.S.D.  
P.O. Box 1401  
Presidio, Texas 79845  
(432) 229-3275

Please print in ink

## I. Personal Data

Date of Application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle initial*

Current address: \_\_\_\_\_  
*Street/Box City State Zip Code*

Other address where you may be reached \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Other name that may appear on records: \_\_\_\_\_  
*(Used only for reference checks)*

## II. Position Data

List the position(s) you are applying for \_\_\_\_\_

Credentials included with application:

- Resume
- All teaching and professional certificates or licenses
- All transcripts showing degrees

Date you can begin work \_\_\_\_\_

Have you been employed by Presidio I.S.D. in the Past?  Yes  No

If you answer yes, provide dates of employment \_\_\_\_\_

## III. Education/Training

Name and Location of School Attended	Course of Study and Major/Minor	Diploma, Degree, Certificate, or License Held	Year Graduated

## Certification

Certificate or Licenses 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 PE     |                                               |
| <input type="checkbox"/> Principal                    | <input type="checkbox"/> All-Level Music             | <input type="checkbox"/> Nurse                |
| <input type="checkbox"/> Mid-management Administrator | <input type="checkbox"/> Librarian                   | <input type="checkbox"/> Visiting Teacher     |
| <input type="checkbox"/> Elementary                   | <input type="checkbox"/> Counselor                   | <input type="checkbox"/> Supervisor           |
| <input type="checkbox"/> Elementary and Kindergarten  | <input type="checkbox"/> Special Education (specify) | <input type="checkbox"/> Other (specify)      |
| <input type="checkbox"/> Secondary (Jr./Sr. High)     |                                                      |                                               |

## 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 if necessary. Attach a resume if available*

School District/Firm	Position/Title	Dates Employed	Reason for leaving

## Professional Data

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

Paper/articles published \_\_\_\_\_

Seminars/Workshops conducted \_\_\_\_\_

Other related professional activities \_\_\_\_\_

## References

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

Name	School/District Firm Name	Mailing Address	Position/Title	Phone Number

## General Information

Have you ever:	Yes	No
(i) Been arrested?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Had criminal charges filed against you?	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Been convicted of a felony or misdemeanor offense involving moral turpitude?	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Plead guilty or no contest to any felony or misdemeanor offense involving moral turpitude?	<input type="checkbox"/>	<input type="checkbox"/>
(v) Been placed on probation?	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Been placed on deferred adjudication whereby the criminal charges were eventually dismissed?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of these questions is “Yes”, please provide a full explanation in the space provided below. If you are uncertain how to answer these questions, please confer with a school administrator for clarification.

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**Notice:** The Presidio ISD conducts an extensive criminal history check on every applicant for employment. Information contained in a person’s criminal history background stays with that person and is not removed over time. If you ever had charges filed, arrest or conviction many years ago (even if charges were dismissed), it will likely still be shown on your criminal history record.

If any information in this application is incorrect or untrue in any material respect, the Presidio ISD reserves the right to bar you from any current or future employment. Presidio ISD takes very seriously the information contained in the employment applications.

False information on this application can also subject you to criminal penalties under Section 37.10, Texas Penal Code.

## 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 facts 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 the district intends to employ.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This application becomes property of the district. The district reserves the right to accept or reject it. This application shall be considered active for 12 months. If you have not received a response during this time period, you may reapply or re-activate your application.

**Applications will be held for consideration for six months from the date of the application**

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

## PRESIDIO INDEPENDENT SCHOOL DISTRICT

### DEPARTMENT OF PUBLIC SAFETY



### *Criminal History Authorization*

Texas Education Code 22.083 authorizes a school district to obtain the criminal history record of every applicant for employment or volunteer services with the school district. Therefore, as a part of your application process, you need to complete the following questions.

*(Please Print)*

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Jr. /Sr. etc.</i>

<i>Social Security Number</i>	<i>Driver's License Number</i>	<i>State</i>

<i>Birth Date</i>	<i>Sex (Male, Female)</i>	<i>Race</i>

<i>Current Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

I hereby authorize the Presidio Independent School District and School District agent(s) to obtain a consumer report on me. School District is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, and law enforcement agencies. Furthermore, I authorize any of these agencies to release any information on me to the School District or School District's agent(s).

I also hereby acknowledge that I have received a notice that a report may be obtained for employment purposes if applicable. I understand that the information I am providing about age, sex, and ethnicity will not be used to determine my eligibility for employment for volunteer services, but will be used solely for the purpose of obtaining consumer information, including criminal

history information. I further understand that information from any consumer report will not be used in violation of any applicable Federal or State equal employment opportunity laws.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:** *(Check Only One)*

- |                                                |                                                                      |
|------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Employment, Applicant | <input type="checkbox"/> Substitute Teacher                          |
| <input type="checkbox"/> Student Teacher       | <input type="checkbox"/> Teacher Assistant                           |
| <input type="checkbox"/> Volunteer             | <input type="checkbox"/> Maintenance / Transportation / Food Service |

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

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized 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.

APPLICANT or EMPLOYEE NAME (Please print)

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, L1Enrollment 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)**

\_\_\_\_\_

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial

Signature of Applicant or Employee

**Retain in your files**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date