

PRINCETON INDEPENDENT SCHOOL DISTRICT

Employment Application for Service and Support Personnel

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

An Equal Opportunity Employer

Personal Data	Date of Application _____ Social Security No. _____ Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> <i>Last</i> <i>First</i> <i>Middle Initial</i> </div> Current Address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> <i>Street/Box</i> <i>City</i> <i>State</i> <i>Zip Code</i> </div> Other address where you may be reached _____ Work Phone No. _____ Home Phone No. _____																				
Position Data	Position for which you are applying _____ Type of Employment: Full-time _____ Part-time _____ Summer Only _____ Date Available _____ Former Princeton ISD Employee: yes _____ no _____ If yes, give dates of employment: _____																				
Education/Training	Check highest level attained. <input type="checkbox"/> Not high school graduate (Circle last grade completed.) 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years college <input type="checkbox"/> Two or more years college <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Other training or education _____ Licenses/certifications held _____ _____ Schools Attended: List all applicable information. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Name of School and Location</th> <th style="width: 30%;">Course of Study Major/Minor Fields</th> <th style="width: 20%;">Diploma, Degree, Or Certificate</th> <th style="width: 20%;">Year Graduated (college Only)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, Or Certificate	Year Graduated (college Only)																
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. List most recent first. Attach additional sheets if necessary. (Bus driver applicants, see addendum.)			
	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 years experience.	
	1. _____	4. _____
	2. _____	5. _____
	3. _____	6. _____

General Information	Do you have a relative who is a member of the Princeton ISD 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, rape, murder, swindling, and indecency with a minor)? _____yes _____no. If yes, please state where, when, and the nature of the offense: _____ _____

(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.)

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

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 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 such parties from any liability for any damage that may result from furnishing same to you.</p> <p>I understand that Princeton ISD is permitted by Texas Education Code §22.083 to obtain criminal history record information on applicants selected for employment.</p> <p>This application becomes the property of the Princeton ISD. Princeton ISD 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.</p> <p style="text-align: right; margin-right: 20%;"> _____ Signature of Applicant </p> <p style="text-align: right; margin-right: 20%;"> _____ Date </p>
---------------------	--

PRINCETON INDEPENDENT SCHOOL DISTRICT
321 PANTHER PARKWAY
PRINCETON, TEXAS 75407
PHONE NO. 469.952.5400 FAX NO. 972.736.3505

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK AND
ADVISING OF RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

I, _____, am an applicant for employment with the Princeton Independent School District. I have been advised that as a part of the application process, the district conducts a criminal history background check.

I, _____ do hereby consent to the district use of any information provided during the application process in performing the criminal history background check.

I have been informed by the district that I have the right to review and challenge any negative information that would adversely impact the district's decision to offer employment. I have also been advised that the district will give me a reasonable opportunity to clear up any mistaken information reported. However, I do understand that time is of the essence and reasonableness of time is within the sole discretion of the district.

The district has informed me that under the Fair Credit Reporting Act, I have certain rights concerning my review of the information reported. I will be provided the name, address, and telephone number of the reporting agency as well as the nature and substance of all information and the source.

Signed this _____ day of _____.

Applicant

Philip Anthony, Superintendent
Princeton ISD Representative

**Addendum to Application
Confidential**

The Princeton Independent School District is required by state law to obtain criminal history record information on all applicants for employment with the district (Texas Education Code Section (21.917)). The information requested below is necessary to obtain criminal history record information.

Full Name _____
(print) Last First Middle

Social Security No: _____ Date of Birth _____

Sex: Male _____ Female _____ Ethnicity: Black _____ White _____ Other _____

I understand 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

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