



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	<p>Date of Application: _____ Social Security Number: _____</p> <p>Name: _____ <small style="margin-left: 100px;">Last</small> <small style="margin-left: 150px;">First</small> <small style="margin-left: 150px;">Middle Initial</small></p> <p>Address: _____ <small style="margin-left: 100px;">Street</small> <small style="margin-left: 150px;">City</small> <small style="margin-left: 150px;">State</small> <small style="margin-left: 150px;">Zip</small></p> <p>Other address where you may be reached _____</p> <p>Home/Cell Phone: _____ Work Phone: _____</p>																				
Position Data	<p>Position(s) for which you are applying: (Check all that apply)</p> <p> <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Technology <input type="checkbox"/> Custodial <input type="checkbox"/> Bus Driver <input type="checkbox"/> Maintenance <input type="checkbox"/> Secretary/Clerical <input type="checkbox"/> Paraprofessional <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bus Monitor <input type="checkbox"/> Other _____ </p> <p>Type of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time Date Available: _____ Hours Available: _____</p> <p>Former Princeton ISD Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide dates of employment: _____</p> <p>Relative of PISD Board of Trustees: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name and relationship _____</p>																				
Education / Training	<p>Check Highest Level attained:</p> <p> <input type="checkbox"/> Not High School Graduate: (<i>last grade completed</i>): _____ <input type="checkbox"/> Vocational/Other Training: _____ <input type="checkbox"/> High School Graduate <input type="checkbox"/> Associate Degree _____ <input type="checkbox"/> GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Licenses/Certifications: _____ <input type="checkbox"/> Some College Hours # _____ <input type="checkbox"/> Master's Degree _____ </p> <p>Schools Attended: List most recent first. (High School and above only)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">School and Location</th> <th style="width: 30%;">Course of Study</th> <th style="width: 20%;">Diploma, Degree, License, or Certificate</th> <th style="width: 20%;">Year Completed</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>	School and Location	Course of Study	Diploma, Degree, License, or Certificate	Year Completed																
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Work Experience	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary. Attach résumé if available. (Bus driver applicants should include driving experience (if any) in a commercial motor vehicle)			
	Employer and Location	Position/Title	Dates Employed	Reason for Leaving
Special Skills	List specific skills <u>related to the position for which you are applying</u> , software proficiency and any machines or equipment you can operate.			
	1. _____		4. _____	
	2. _____		5. _____	
	3. _____		6. _____	
For Bus Driving Applicants Only:				
Do you currently have a Commercial Driver's License (CDL)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, are you willing to participate in training to obtain a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a Texas School Bus Driving Training Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Background Check Information	Have you ever been convicted of, pled guilty or no contest to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to drugs, theft, assault, rape, murder, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Are there any criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes to any of the above, please state where, when, and the nature of the offense. _____			
	Additional Information for Bus Driving Applicants Only:			
	Have you ever had a driver's license suspended, revoked, or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If yes, explain: _____			
Have you been convicted of or received deferred adjudication, probation, or other adjudication for a serious traffic violation (as defined by Texas Transportation Code 522.003(25))? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____				
Have you forfeited bond or collateral for, or been convicted of, any other violation of motor laws or ordinances (other than parking violations) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____				
In the past two years, have you failed an employer's alcohol or drug test? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, explain: _____				

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.

References

Full Name of Reference	School District or Firm Name	Mailing Address	Position / Title	Phone Number

Verification

For All Applicants:

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

I understand that Princeton ISD is permitted by Texas Education Code §22.083 to obtain criminal history record information on applicants selected for employment.

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 one year. If you have not received a response in this time period, you may reapply or reactivate your application.

Additional Verification that Applies to Bus Driver Applicants ONLY:

I understand that the district is required by Title 37 Texas Administrative Code 14.14(b) to review my complete driving record, is required by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to this application, and is required by Texas Education Code 22.0833 and Transportation Code 521.022(f) to conduct a criminal history record check. I also understand that before employment, I am required to pass a physical examination and drug test.

Signature of Applicant

Date

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

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

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: _____
(Please print legibly) Last First Middle

What other names, if any have you worked under or been known by? (Ex. Maiden, former legal name(s) etc.)
Other Names: _____ **Dates of Usage:** _____

Address: _____, **City:** _____, **State:** _____ **Zip:** _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino **Sex:** Male Female

Race: American Indian or Alaska Native /Asian / Black or African American / Native Hawaiian or Other Pacific Islander / White

Height _____ **Weight** _____ **Eye color** _____ **Hair color** _____ **Date of Birth** _____ **Place of Birth** _____

Driver's License Number: _____ **Type:** _____

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 date of birth identifiers I supply.

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.

I understand that I may be disqualified from obtaining employment if I have been convicted of a felony or any offense involving moral turpitude or for not disclosing any conviction as required. I understand that if I am employed I may be discharged from my position if PISD obtains information of my conviction for a felony or any offense involving moral turpitude or for not disclosing any conviction as required by PISD.

I confirm I have been informed that under the Fair Credit Reporting act I may review and have confirmed any negative criminal history data that has been deemed to adversely impact the decision to offer employment. I understand I will be provided the name, address, telephone number of the reporting agency as well as the nature and substance of the criminal record information and the source. The review and confirmation must be obtained from the reporting agency.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, Princeton ISD is not allowed to discuss any criminal history record information obtained using the name and date of birth method. Therefore, Princeton ISD may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and date of birth search.

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

SIGNATURE OF APPLICANT

DATE

***** FOR OFFICE USE ONLY*****

PRINCETON ISD

Agency Name

Agency Representative Name

Signature of Agency Representative

Date

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Batch #

Search #

SID #

Approved

NOT Approved

Initial _____