

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT

871 Taylor Street
Hughes Springs, Texas 75656

APPLICATION FOR PROFESSIONAL / PARAPROFESSIONAL / AT-WILL POSITION

INSTRUCTION AND INFORMATION: Please provide the information requested in ink or ball point on this application form. This form and the information contained therein will be treated in a "Confidential" manner by applicable school officials. If no action is taken within a period of two years, this form and any attachments will be destroyed unless renewed or updated by a letter to the Superintendent of Schools

(1)
PROFESSIONAL POSITION FOR WHICH APPLYING: (Check all that apply)

Elementary Teacher () Secondary Teacher () Substitute Teacher () Administrator ()

Complete if a teacher applicant:

Grade/Level _____ Subject/Special Area _____

(2)
PARAPROFESSIONAL and OTHER AT-WILL POSITIONS:

Clerical () Instructional Aide () Maintenance () Transportation () Cafeteria () Custodian () Other () _____

DATE OF APPLICATION: _____

Name: _____ Social Security No. _____
(LAST) (FIRST) (MIDDLE)

Present Address: _____ Home Phone: _____
(P.O. BOX or STREET) (CITY) (STATE/ZIP)

Permanent Address: _____ Cell Phone: _____
(P.O. BOX or STREET) (CITY) (STATE/ZIP)

Email Address(es): _____

Are you related to a HSISD Board Member/Trustee? ☐ Yes ☐ No If yes, name & relationship of Board Member. _____

Are you a TRS Retiree? ☐ Yes ☐ No If yes, give the date of your retirement. _____

Are you available for interview? ☐ Yes ☐ No Are you presently employed? ☐ Yes ☐ No If yes, in what position? _____

Your present employer's name, address, & phone number: _____
(EMPLOYER'S NAME) (P.O. BOX or STREET) (CITY) (STATE/ZIP)

May your present employer be contacted regarding this application? ☐ Yes ☐ No

Have you ever been convicted of a felony or a misdemeanor in any state? ☐ Yes ☐ No If yes, explain: _____

FOR DISTRICT USE ONLY:

Date Received _____ Renewed _____

Application forwarded to: _____

Completed: ☐ Criminal History ☐ Fingerprinting ☐ TB
☐ Added to Sub-list _____

Interview Scheduled: _____

Hired? ☐ Yes ☐ No Start date: _____

Comments: _____

EDUCATION AND QUALIFICATIONS

SCHOOL/COLLEGE/UNIVERSITY	DIPLOMA/ DEGREE	MAJOR	MINOR
High School		N/A	N/A
College/university			

NOTE: Professional applicants must attach college transcript(s) showing degrees, etc; otherwise this application will be incomplete and no consideration given.

"AN EQUAL OPPORTUNITY INSTITUTION"

EDUCATION AND QUALIFICATIONS (Continued)

List academic honors, special awards or honors, or positions attained in high school, college/university, or professionally which you believe are pertinent to the position for which you are applying: _____

List professional, civic, service organizations, etc. in which you hold membership whose purposes and/or activities in your opinion relate to or support the position for which you are applying: _____

FOR PROFESSIONAL APPLICANTS ONLY: (Teachers and positions requiring certification)

Do you possess a Teaching Certificate? ☐ Yes ☐ No What State? _____ For what teaching fields are you certified?

List areas of additional certification: _____

Check the following areas in which you have a working knowledge or have had experience or training:

- ☐ Individualized Instruction ☐ Use of Audio-Visual Equipment ☐ Career Education Concepts ☐ Curriculum Development
☐ Reading Instruction ☐ Gifted and Talented ☐ Other: _____

Check or denote below those areas in which you have interest(s), skill(s), training, experience(s), etc., that you believe are of value to you in your requested position and/or which might be of value in activities inherent or related to your requested position in the school system.

- ☐ Computer skills ☐ UIL Literary Contests ☐ Art/Crafts ☐ Sponsorship ☐ Music ☐ Drama ☐ Speech
☐ Athletic Coaching ☐ Foreign Languages (Which Languages?) _____ ☐ Other: _____

FOR PARAPROFESSIONAL APPLICANTS ONLY: (Instructional Aides, Secretaries, PEIMS, etc.)

Do you possess computer skills? ☐ Yes ☐ No If yes, with what programs? _____

Describe your experience computer-networking. _____

Check or denote below those areas for which you have interest(s), skill(s), and/or experience(s) that you believe would be of value to you in the position requested in this application.

- ☐ Copy Machine ☐ Filing ☐ Fax Machine ☐ Library Services ☐ Calculator ☐ Telephone Systems
☐ Scanners ☐ Working with young people ☐ Working with handicapped ☐ Other: _____

BACKGROUND and EXPERIENCE

Number years of experience you have had as ☐ instructional aide _____, ☐ secretary _____, ☐ teacher _____, ☐ other _____ ?

If "other", explain: _____

LIST LAST THREE EMPLOYERS (Do not include present employer)

DATE(S)	POSITION	SCHOOL OR BUSINESS	ADDRESS	SUPERVISOR	PHONE NUMBER
From:					
To:					
From:					
To:					
From:					
To:					

LIST THREE REFERENCES (These should be people who have knowledge of your character, personality, and work attributes/ethics)

NAME	ADDRESS	POSITION	PHONE NUMBER

SUPPLEMENTARY INFORMATION: Applicant may attach resume' or add'l information relative to the position for which application is submitted.

Why do you want employment in the Hughes Springs Independent School District?

POLICY STATEMENT REGARDING EMPLOYMENT

The Hughes Springs Independent School District shall not discriminate on the basis of sex, race, religion, national origin, age or handicapping conditions in its educational programs, support activities, or employment practices.

I, the undersigned, state that all information given on this application form and attachments is true and correct to the best of my knowledge, and I authorize the Hughes Springs Independent School District to contact any individuals/institutions listed herein unless designated in writing otherwise. I hereby give permission for HSISD personnel to review my records that are on file with the State Board of Education, including, but not limited to examinations and fingerprinting records.

I understand that if employed I will be expected to comply with reasonable requirements of my position regarding in-service training, curriculum instructional program development, and school related studies, evaluation, etc. I further understand my responsibilities for complying with all requirements of Hughes Springs Independent School District relative to personnel records, professional improvements, etc. In addition, I understand my employment is subject to assignment by the Superintendent of Schools.

I also understand that any misstatements or omissions of material facts in the application may be cause for dismissal if employed on the basis of information provided.

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3805.

HB 1130, 77th Legislature, 5/01

DATE

SIGNATURE OF APPLICANT

If there is no contact information provided in the VACANCY NOTICE advising of a position available, this completed application form should be taken or mailed to Superintendent of Schools, Hughes Springs ISD, 871 Taylor Street, Hughes Springs, Texas 75656. Otherwise, follow contact information in the Vacancy Notice.

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT
Pre-Employment Affidavit for Applicant Offered Employment

For purposes of this affidavit:

Adjudication and conviction refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complain, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

☐

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

☐

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

☐

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

Affidavit of Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)

Date of Birth

Address (Street, City, State, Zip Code)

County

Signed in _____ County, State of _____, on the _____ day of _____, _____
County Day Month Year

(Signature of Declarant)

Wait to sign in front of Notary

(Notaries are available at HSISD Central Office)

State of Texas
County of Cass

Before me, _____ (Notary), on this day personally appeared _____, known to me or proved to me on the oath of _____ or through drivers license to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this _____ day of _____, _____.

(Personalized Seal)

Notary Public's Signature

"I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit."

*This form will be processed separately and not shared with the hiring manager.

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT**(ADDENDUM TO APPLICATION)****(CONFIDENTIAL INFORMATION)**

The Hughes Springs Independent School District is required by state law to obtain criminal history records information on applications being considered for employment or for volunteers with the District. (TEXAS EDUCATION CODE 22.083). The information requested below is necessary to obtain criminal history record information.

FULL NAME: *(please print clearly)***LAST NAME****FIRST NAME****MIDDLE NAME****MAIDEN NAME****OTHER NAMES YOU HAVE USED:** _____

(Previous Marriages, Etc...)

SOC. SEC. NUM: _____ **DATE OF BIRTH:** _____**DRIVER'S LICENSE NUM:** _____ **STATE OF ISSUE:** _____**Document presenting:** Driver's License issued by US State _____ Driver's License PERMIT _____ Driver's License Paper _____

Passport _____ Permanent Resident Card _____ CDL PERMIT issued by US State _____ Other _____

Does name on Document match name listed above? Yes or No If not, what name is it? _____

Have you ever been convicted of a crime? Yes or No

SEX: Male _____ Female _____**ETHNICITY:** Asian _____ Black _____ Native American _____ Caucasian/Latino _____ Hispanic _____ Unknown _____**POSITION OF EMPLOYMENT APPLIED FOR or VOLUNTEER:** _____

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 SOLEY for the purpose of obtaining criminal history record information. This form will be removed from the application and filed separately in the personnel office.

I understand that the Superintendent is required to notify SBEC/TEA of information indicating an applicant or holder of a certificate issued by SBEC has a criminal history report.

SIGNATURE OF APPLICANT**DATE****MAILING ADDRESS****CITY****STATE & ZIP****COUNTRY****PHYSICAL ADDRESS****CITY****STATE & ZIP****COUNTRY****PHONE NUMBER****EMAIL ADDRESS****IF EMPLOYMENT IS OFFERED, THE FOLLOWING INFORMATION WILL BE NEEDED FOR FINGERPRINTING:**

HAIR COLOR: _____ EYE COLOR: _____ HEIGHT: _____ WEIGHT: _____ COUNTRY OF CITIZENSHIP: _____

CITY OF BIRTH: _____ STATE/PROVINCE OF BIRTH: _____ COUNTRY OF BIRTH: _____

Updated 8/2022

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DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)

I, _____, HAVE BEEN NOTIFIED THAT A COMPUTERIZED
APPLICANT or EMPLOYEE NAME (Please Print Clearly)
CRIMINAL HISOTRY (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.

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) from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of approximately \$50.00 to the fingerprinting services company, Indemia.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history records may be discussed with me.

Signature of Applicant or Employee

Date ____/____/____

HUGHES SPRINGS ISD

Agency Name

Mary Trevino

Agency Representative

Signature of Agency Representative

Date ____/____/____

Agency Rep Check & Initial Each Applicable Space:

CCH Report Printed:

YES ____ NO ____ Initial ____

Purpose of CCH: _____

Hired ____ Not Hired ____ Initial ____

Dated Printed: ____/____/____ Initial ____

Date Destroyed: ____/____/____ Initial ____

Representative - Retain in your files

Updated 8/2022

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