

# Shiner Independent School District

P.O. Box 804, Shiner, Texas 77984

(361) 594-3121

## EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

*AN EQUAL OPPORTUNITY EMPLOYER*

<b>Personal Data</b>	Date of Application _____			
	Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>			
	Current Address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>Zip Code</span> </div>			
	Other Address where you may be reached _____			
	Work Phone _____		Home Phone _____	
<b>Position Data</b>	List the position(s) you are applying for _____			
	Credentials included with application: <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees			
	Date you can begin work _____			
	Have you been employed by Shiner ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If you answered yes, provide dates of employment _____			
<b>Education/Training</b>	<b>Name and location of schools attended</b>	<b>Course of study and major/minor</b>	<b>Diploma, degree, certificate, or license held</b>	<b>Year graduated (college only)</b>

**Certification**

Certificate or License Currently Held:

- None
- Valid Texas
- Valid Other State \_\_\_\_\_
- Texas Emergency
- Texas One-Year: Expires \_\_\_\_\_
- Texas Temporary Administrative: Expires \_\_\_\_\_

Level(s) of Certification: \_\_\_\_\_

Areas of Specialization/Endorsements (as listed on certification)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Teaching Experience**

List teaching experience beginning with the 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 resume if available.

School District/Firm Name	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.

Papers/articles published \_\_\_\_\_

\_\_\_\_\_

Seminars/workshops conducted \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**General Information**

Do you have a relative who serves on the Shiner ISD Board of Education?  Yes  No  
 If yes, please provide the relative's name and relationship: \_\_\_\_\_

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.)

**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.

Full Name of Reference	School District/Firm Name	Mailing Address	Position/Title	Phone Number including area 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 fact 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 the 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 reactivate your application.

## CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

---

**Confidential\***

The Shiner Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print.*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Sex:  Male  Female

Ethnicity:  Black  White/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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* This form will be removed from the application and filed separately in the HR office.

**Pre-Employment Affidavit for Applicant**

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 complaint, 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: (Check one below)

- 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 \_\_\_\_\_.

-----  
**Declaration of Applicant**

*The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.*

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

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
County State Date Month Year

\_\_\_\_\_  
Signature of Declarant

I understand that the date of birth I am providing will not be used to determine eligibility for employment buy will be used solely for the purpose of this unsworn declaration\*

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

Approved by the Texas Commissioner of Education, October 2017