

COLEMAN INDEPENDENT SCHOOL DISTRICT

2302 S. Commercial Avenue

Coleman, Texas 76834

www.colemanisd.net

PROFESSIONAL APPLICATION

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

NAME _____ DATE _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

SOCIAL SECURITY NO. _____ PHONE () _____

PERMANENT ADDRESS (IF DIFFERENT) _____
STREET CITY STATE ZIP

EMAIL ADDRESS: _____

NAME USED ON RECORDS IF DIFFERENT FROM PRESENT NAME:

(TO BE USED FOR REFERENCE CHECKS) _____

POSITION APPLIED FOR	☐ Classroom Teacher	☐ Special Ed. Teacher	☐ Voc. Ed. Teacher	☐ Counselor
	☐ Teacher-Coach	☐ Diagnostician	☐ Principal	☐ Supervisor
	☐ Administrator (Specify): _____		☐ Other (Specify): _____	

Please Check Certified Fields:

☐ Elementary Grades (EC-4), Grades in order of preference (1) _____; (2) _____; (3) _____

☐ Junior High (5-8), Subjects in order of preference (1) _____; (2) _____; (3) _____

☐ High School (9-12), Subjects in order of preference (1) _____; (2) _____; (3) _____

☐ Special Education: List Certifications _____

EDUCATION AND PROFESSIONAL PREPARATION						
Name of Institution	Location	Dates From To		Date of Graduation	Degree or Diploma	GPA
High School:		High School dates not required				
		High School dates not required				
College(s):						

STUDENT TEACHING EXPERIENCE					
School	Dates		Subject/Grades Taught	Supervising Teacher	Phone Number
	From	To			

RECORD OF TEACHING EXPERIENCE						
Name of School District (List most recent first)	Dates		Subject/Grades Taught	No. Years	Immediate Supervisor	Phone Number
	From	To				

OTHER WORK EXPERIENCE					
Attach additional sheets if necessary. Please attach resume, if available.					
Name of Employer and Location	Dates		Type of Work	Phone Number	Reason for Leaving
	From	To			

REFERENCES				
PROFESSIONAL (List four, preferably Superintendents, Principals, Supervisors, and/or Professors)				
Full Name	School District/ Firm Name	Position	Mailing Address	Phone Number

PERSONAL (List two persons known for several years; these may also be educators)				
Full Name	School District/ Firm Name	Position	Mailing Address	Phone Number

GENERAL INFORMATION	
1.	College activities engaged in and any honors received: _____
2.	TECAT: () Passed; () Failed; () Results Pending; () Not Applicable
3.	ExCET: () Passed; () Failed; () Results Pending () Not Applicable
4.	Professional Organizations: _____
5.	Do you have a relative who is a member of the Coleman I.S.D. Board of Trustees? () Yes () No If yes, please give the name of relative and relationship: _____
6.	Have you ever been convicted of a felony? () Yes () No
7.	When could you begin work? _____

CERTIFICATION	
Type of certificate held now: () None () Valid Texas () Valid other state _____ () Emergency Texas () Texas one-year certificate: Expiration date ____/____/____ () Texas Temporary Administrative: Expiration date ____/____/____	
Areas of Specialization (Please check areas in which you have valid certification):	
☐ Kindergarten ☐ Elementary ☐ High School ☐ English ☐ Mathematics ☐ Science/Science Comp. ☐ Soc. Studies/Soc. Studies Comp. ☐ Speech/Drama ☐ Physical Ed. ☐ Music ☐ Art ☐ Bilingual	☐ Visiting Teacher ☐ Ed. Diagnostician ☐ Visually Handicapped ☐ Physically Handicapped ☐ Hearing Impaired ☐ Mentally Retarded ☐ Speech Therapy ☐ Emotionally Disturbed ☐ Learning Disabled ☐ Early Childhood ☐ Learning Resource Specialist ☐ ESL
☐ Industrial Arts ☐ Voc. Trades & Industry ☐ Voc. Agriculture ☐ Voc. Homemaking ☐ Voc. Distributive Ed. ☐ Voc. Handicapped ☐ Voc. Health Occupations ☐ Voc. Office Ed. ☐ C.V.A.E. ☐ Counselor ☐ Supervisor ☐ Mid-Management	
Other: _____	

APPLICANT'S STATEMENT

I hereby certify that the information herein to the best of my knowledge is true, accurate, and complete. Misrepresentation or fraud in any part of this application may be grounds for dismissal or refusal of employment.

I hereby authorize Coleman I.S.D. to contact previous employees and references listed on this application. I agree that all information obtained by the District shall be confidential and shall not be made available to me. I also authorize C.I.S.D. to obtain any criminal history record information relevant to this application from any pertinent source in accordance with the provisions of the Texas Education Code Section 21.917, and I further authorize any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety and the Texas Department of Corrections to furnish C.I.S.D. any such records. (The District may use information obtained under this section only for the purposes of evaluating applicants for employment.)

APPLICANT'S SIGNATURE: _____ DATE: _____

RETURN TO:
Superintendent
Coleman Independent School District
2302 S. Commercial Avenue
Coleman, Texas 76834

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

*Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) **must** submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes No ☐ ☐
Do you consent for release of your prior employment records? <i>Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity <u>must</u> consent for release of the person's employment records.</i>	Yes No ☐ ☐

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes No ☐ ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes No ☐ ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; <i>Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>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.</i>	Yes No ☐ ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes No ☐ ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes No ☐ ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes No ☐ ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed

COLEMAN INDEPENDENT SCHOOL DISTRICT

Criminal History Information Request Confidential

The Coleman Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of ALL APPLICANTS.

The data below must be provided by the applicant to assist the district in obtaining criminal history information.

Full Name _____
(Please Print) Last First Middle Maiden

Social Security No. _____ Date of Birth _____

Driver's License No. _____ State Issued _____

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 MUST BE COMPLETED AND RETURNED WITH APPLICATION

Criminal History Check:

Date run: _____

Cleared: _____

Initials: _____

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

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/Review%20of%20Personal%20Criminal%20History) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Coleman I.S.D.

Agency Name (Please print)

Mary Strickland

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Empl ____ Vol/Contractor ____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	