





**WEST RUSK COUNTY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
**EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL**



*RAIDER PRIDE NEVER DIES*

<b>Work Experience</b>	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if needed.			
	Employer name and location	Position/title held	Dates employed	Reason for leaving

<b>Specific Skills</b>	List specific skills and any machines or equipment you can operate. Include typing speeds and number of years of experience.			
	Skill	Specific proficiency or Equipment Experience	Years of Experience	Proficiency level (Beginner / Expert)

<b>General Information</b>	Do you have a relative who serves on the Board of Education or is an employee of West Rusk CC ISD? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____ _____
	Have you ever been convicted of, pled 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state where, when, and the nature of the offense _____ _____ _____
	<small>*(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.)</small>





**Addendum for School Bus Driver Applicants Only**

Each person who applies to be a bus driver must provide the following information at the time of application. Note: Bus drivers must pass a physical examination and a drug screening test.

<b>Personal</b>	Name _____	
	<i>Last</i>	<i>First</i>
	Cell phone: _____	Hours available for work: _____
	Driver's license number: _____	Type of license: _____
	Do you have a Texas School Bus Training Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever had a license suspended, revoked, or cancelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If yes, explain on an additional page.</i>	
	Are there any criminal charges or proceedings pending against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If yes, explain on an additional page.</i>	
	Have you ever been convicted of or pleaded guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for any serious traffic violation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, state where, when, and the nature of the offense on an additional page; also indicate whether the charges were dismissed as a condition or probation, suspension, or deferred adjudication.</b>		
In the past 2 years, have you failed an employer's alcohol or drug test?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, explain on an additional page.</i>		

<b>Work Experience</b>	Please provide your work history information for the past 10 years on all jobs for which you were a driver of a commercial motor vehicle. List the most recent experience first. Add an additional page if necessary.			
	Names and locations of schools or jobs	Type of Assignment	Dates Worked	Reason for leaving

<b>Verification</b>	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 understand that the District is authorized by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to the date of this application and required by the Texas Education Code 22.084 and Transportation Code 521.002(f) to obtain criminal history record information on persons the District intends to employ.	
	Furthermore, I authorize the information I have provided to be used and for previous employers to be contacted for investigation purposes; and I release all parties from liability for any damage that may result from furnishing information to you.	
	_____ Signature	_____ Date



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

I, \_\_\_\_\_ acknowledge that a Computerized  
*APPLICANT or EMPLOYEE NAME (Please print)*  
 Criminal 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.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History) 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)

<p>_____ Signature of Applicant or Employee (Optional)</p> <p>_____ Date</p> <p>_____ Agency Name (Please Print)</p> <p>_____ Signature of Agency Representative</p> <p>_____ Date</p>	<p style="text-align: center;"><i>Office use Only</i></p> <p style="text-align: center;"><b>Please:</b></p> <p style="text-align: center;"><b>Check and Initial each Applicable Space</b></p> <p>CCH Report Printed:          Yes ___ No ___ _____ initial</p> <p>Purpose of CCH: _____</p> <p>Empl ___ Vol/Contractor ___ _____ initial</p> <p>Date Printed: _____ initial</p> <p>Destroyed Date: _____ initial</p> <p style="text-align: center;"><b>Retain in your files</b></p>
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To the Custodian of the Information:

**I, \_\_\_\_\_, an applicant for employment or volunteer service with the West Rusk County Consolidated Independent School District, authorize the West Rusk County Consolidated Schools to obtain any criminal history record information that relates to me.**

I understand that this information may be obtained from any law enforcement agency. I further understand that the West Rusk County Consolidated Schools may use this information in evaluating me for employment purposes.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_.  
*Day* *Month/Year*

Signature of Applicant: \_\_\_\_\_

**Please print the following information:**

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Other name(s) that may appear on records: \_\_\_\_\_

Your email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
PO Box/Street Address City State Zip Code

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

User I.D. #: 0107e  
 21:917 Access to Police Records of Employment Applicants  
 (1) A school district is entitled to obtain criminal history record information that relates to a volunteer applicant with the district if, at the time of the request for the information, the district submits to the custodian of the information a signed statement from the volunteer applicant authorizing the district to obtain the information.  
 (2) A school district may obtain information under this section from any law enforcement agency, including the police department or the Department of Public Safety, or from the Texas Department of Corrections.  
 (3) A school district may use information obtained under this section only for the purpose of evaluating volunteer applicants.  
 Added by Acts 1981, 67th leg., p. 1867, ch. 444, paragraph 1, effective August 31, 1981

**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 <b>must</b> 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

<p>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) ?:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor;</li> <li>• engaged in inappropriate communications with a student or minor, as defined by board rule;</li> <li>• failed to maintain appropriate boundaries with a student or minor, as defined by board rule;</li> </ul> <p><i>Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i></p> <p><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></p>	Yes   No
<p>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?</p>	Yes   No
<p>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?</p>	Yes   No
<p>Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.</p>	Yes   No
<p>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.</p>	

**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