



WEST RUSK COUNTY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL
BUILT ON HISTORY, FOCUSED ON THE FUTURE



Date of application _____		Social Security number _____	
Personal	Name _____ <i>Last First Middle initial</i>		
	Current address _____ <i>Street/Box City State ZIP Code</i>		
	Other address where you may be reached _____		
	Cell phone: _____ Other phone: _____		
	Other name(s) that may appear on records _____ <i>*Used for certification, reference, and criminal history record checks</i>		

Position Data	List the position(s) for which you are applying: _____	
	Type of employment: ☐ Full-time ☐ Part-time ☐ Summer only	
	Date you can begin work: _____	
	Has West Rusk CC ISD employed you in the past? ☐ Yes ☐ No If you answered yes, provide dates of employment: _____	

Education/Training	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated (College only)



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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 needed.			
	Employer name and location	Position/title held	Dates employed	Reason for leaving

Specific Skills	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)

General Information	Do you have a relative who serves on the Board of Education or is an employee of West Rusk CC ISD? ☐ Yes ☐ 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)? ☐ 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.)	



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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 employing organizations.				
	Full name of reference	School district/ firm name	Position/title	Email address / Physical Address	Phone number

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(b) to obtain criminal history record information on persons 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 will be considered active for 24 months. If you have not received a response during this time, you may reapply or reactivate your application.

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.*

The district Title IX Coordinator is:
Jake Jackson, Superintendent
PO Box 168 New London, TX 75682
Phone: 903-392-7850

An Equal Opportunity Employer*



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.

Personal	Name _____																		
	<i>Last</i>		<i>First</i>																
	<i>Middle initial</i>																		
	Cell phone: _____		Hours available for work: _____																
	Driver's license number: _____		Type of license: _____																
	Do you have a Texas School Bus Training Certificate?		☐ Yes ☐ No																
	Have you ever had a license suspended, revoked, or cancelled?		☐ Yes ☐ No																
	If yes, explain on an additional page.																		
Personal	Are there any criminal charges or proceedings pending against you?		☐ Yes ☐ No																
	If yes, explain on an additional page.																		
	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?		☐ Yes ☐ No																
	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.																		
	In the past 2 years, have you failed an employer's alcohol or drug test?		☐ Yes ☐ No																
	If yes, explain on an additional page.																		
	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.																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Names and locations of schools or jobs</th> <th style="width: 33%;">Type of Assignment</th> <th style="width: 20%;">Dates Worked</th> <th style="width: 14%;">Reason for leaving</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> </tbody> </table>				Names and locations of schools or jobs	Type of Assignment	Dates Worked	Reason for leaving											
Names and locations of schools or jobs	Type of Assignment	Dates Worked	Reason for leaving																
Work Experience																			
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 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																	



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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%20Records%20Information/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 _____ Date _____ Agency Name (Please Print) _____ Signature of Agency Representative _____ Date	<i>Office use Only</i> 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
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West Rusk County Consolidated Independent School District
P. O. Box 168 New London, Texas 75682-0168
Telephone: 903-392-7850 Fax: 903-392-7866

An Equal Opportunity Employer*



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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.*

*The TEC §22A.055 affidavit requirement applies to all prospective employees and to service providers whose roles involve **direct contact or interaction with students**. The completion of a TEC §22A.055, affidavit is not required for individuals whose job duties do not fall into this category.*

Section 1 – Disclosure of Work History and Consent for Release of Records

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

Section 2 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Item	Response Selection
3. Have you ever been terminated, non-renewed, or discharged from employment by a public or private school?	Yes No ☐ ☐
4. Have you ever resigned with a public or private school in lieu of being terminated or discharged?	Yes No ☐ ☐

Item	Response Selection
5. 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; or • failed to maintain appropriate boundaries with a student or minor, as defined by board rule? <i>Adjudicated and convicted refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>Charged 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 ☐ ☐
6. Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or otherwise sanctioned 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 ☐ ☐
7. Are you currently the subject of an inquiry, disciplinary action, review, or investigation, by a public or private school, a teacher-licensing agency, a law enforcement agency, or a court in Texas or another state in connection with alleged misconduct?	Yes No ☐ ☐
8. Have you ever been listed on the Texas Education Agency's Do Not Hire Registry under TEC §22A.151?	Yes No ☐ ☐

If you answered **Yes** to any question in Section 2, provide all relevant facts known to you pertaining to the matter, including, if applicable, whether the allegation was determined to be true or false.

Section 3 – Declaration of Applicant

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

By signing below, I affirm that the information and responses provided in this affidavit are true, complete, and correct to the best of my knowledge.

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed