

**WEST HARDIN COUNTY CONSOLIDATED  
INDEPENDENT SCHOOL DISTRICT**  
39227 Hwy 105  
SARATOGA, TEXAS 77585  
(936) 274-5061 EXT. 102



**EMPLOYMENT APPLICATION FOR SERVICE & SUPPORT PERSONNEL**

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

DATE OF APPLICATION \_\_\_\_\_ SOCIAL SECURITY No. \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

CURRENT ADDRESS \_\_\_\_\_  
STREET/BOX CITY STATE ZIP CODE

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

NAME USED ON RECORDS IF DIFFERENT FROM PRESENT NAME \_\_\_\_\_

POSITION FOR WHICH YOU ARE  
APPLYING: \_\_\_\_\_

TYPE OF EMPLOYMENT: FULL TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ SUMMER ONLY \_\_\_\_\_  
DATE AVAILABLE \_\_\_\_\_ FORMER WEST HARDIN ISD EMPLOYEE: YES \_\_\_ NO \_\_\_

IF YES, GIVE DATES OF EMPLOYMENT: \_\_\_\_\_

**CHECK HIGHEST LEVEL ATTAINED:**

\_\_\_ NOT HIGH SCHOOL GRADUATE (CIRCLE LAST GRADE COMPLETED) 1 2 3 4 5 6 7 8 9 10 11 12  
\_\_\_ HIGH SCHOOL GRADUATE \_\_\_ GED \_\_\_ LESS THAN TWO YEARS COLLEGE  
\_\_\_ TWO OR MORE YEARS COLLEGE \_\_\_ BACHELOR'S DEGREE \_\_\_ OTHER TRAINING OR EDUCATION \_\_\_\_\_

LICENSES/CERTIFICATIONS HELD \_\_\_\_\_

**SCHOOLS ATTENDED: LIST ALL APPLICABLE INFORMATION.**

NAME & LOCATION OF SCHOOL	COURSE OF STUDY MAJOR/MINOR FIELDS	DIPLOMA, DEGREE OR CERTIFICATE	GRADUATE Y/N

**TYPE OF CERTIFICATE HELD NOW:**

- NONE**
- VALID TEXAS**
- VALID OTHER STATE \_\_\_\_\_**
- EMERGENCY (TEXAS)**
- TEXAS ONE-YEAR CERTIFICATE: EXPIRATION DATE \_\_\_\_\_**
- TEXAS TEMPORARY ADMINISTRATIVE: EXPIRATION DATE \_\_\_\_\_**

**AREA OF SPECIALIZATION:** \_\_\_\_\_

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**LIST WORK EXPERIENCE BEGINNING WITH MOST RECENT:**

<b>NAME &amp; LOCATION OF EMPLOYER</b>	<b>POSITION/TITLE</b>	<b>DATES EMPLOYED</b>	<b>REASON FOR LEAVING</b>

**LIST SPECIFIC SKILLS AND/OR ANY MACHINES OR EQUIPMENT YOU CAN OPERATE. INCLUDE TYPING SPEED AND NUMBER OF YEARS EXPERIENCE.**

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**DO YOU HAVE A RELATIVE WHO IS A MEMBER OF THE WEST HARDIN I.S.D. BOARD OF EDUCATION?**

**YES  NO  IF YES, PLEASE GIVE THE NAME OF RELATIVE AND RELATIONSHIP:**

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**HAVE YOU EVER BEEN CONVICTED OF A FELONY OR OFFENSE INVOLVING MORAL TURPITUDE (INCLUDING, BUT NOT LIMIT TO THEFT, RAPE, MURDER, SWINDLING, AND INDECENCY WITH A MINOR)**

**YES  NO  IF YES, PLEASE STATE WHERE, WHEN, AND THE NATURE OF THE OFFENSE:**

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**(CONVICTION OF A FELONY 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.)**

**PLEASE LIST BELOW REFERENCES WHO MAY BE CONTACTED REGARDING YOUR WORK HISTORY. PLEASE INCLUDE ALL MANAGERS/SUPERVISORS AT THE LAST TWO EMPLOYING ORGANIZATIONS WHO EVALUATED OR SUPERVISED YOUR PERFORMANCE.**

<b>FULL NAME OF REFERENCE</b>	<b>SCHOOL DISTRICT/FIRM NAME</b>	<b>MAILING ADDRESS</b>	<b>POSITION/TITLE</b>	<b>AREA CODE &amp; PHONE NUMBER</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 FALSIFICATION, MISREPRESENTATIONS, OR OMISSIONS OF FACT MAY BE GROUNDS FOR REJECTION OF MY APPLICATION OR DISMISSAL FROM SUBSEQUENT EMPLOYMENT.**

**I AUTHORIZE THE REFERENCES LISTED ON THIS APPLICATION 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 SAME TO YOU.**

**I UNDERSTAND THAT THE DISTRICT IS REQUIRED BY TEXAS EDUCATION CODE §21.917 TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON APPLICANTS SELECTED FOR EMPLOYMENT.**

**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 A PERIOD OF TIME NOT TO EXCEED 90 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD MAY INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.**

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**