

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

HEDLEY INDEPENDENT SCHOOL DISTRICT

301 Jones, Hedley, TX 79237

(806) 856-5323

*An Equal Opportunity Employer**

Personal Data	Date of application _____			
	Name _____			
	<i>Last</i>	<i>First</i>	<i>Middle initial</i>	
	Current address _____			
	<i>Street/Box</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Position Info	Other address where you may be reached _____			
	Work phone _____		Home phone _____	
	Cell phone _____			
	Other name that may appear on records _____			
	<i>(Used for certification, reference, and criminal history record checks)</i>			
Education/Training	List the position(s) you are applying for _____			
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only			
	Date you can begin work _____			
	Have you been employed by HEDLEY ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If you answered yes, provide dates of employment _____			
Education/Training	Check the highest level of education attained:			
	<input type="checkbox"/> Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11			
	<input type="checkbox"/> High school graduate		<input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college	
	<input type="checkbox"/> Two or more years of college		<input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's degree	
	<input type="checkbox"/> Master's degree		<input type="checkbox"/> Other training or education _____	
	Licenses and certificates held _____			

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

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Work Experience	Please provide a complete list of all positions you have held in the past <i>10</i> years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.			
	Employer and location	Position/title	Dates employed	Reason for leaving
Special Skills	List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.			
	1. _____	4. _____		
	2. _____	5. _____		
	3. _____	6. _____		
General Information	Do you have a relative who serves on the HEDLEY ISD Board of Education? <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 _____ _____ _____ _____			
	(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. Please include all <u>managers</u> and <u>supervisors</u> who evaluated or supervised your performance at your <u>last two</u> employers.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number
Verification	<p>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.</p> <p>I authorize the references listed above 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.</p> <p>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.</p> <p align="center">_____</p> <p align="center"><i>Signature</i> <i>Date</i></p> <p>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.</p>				

**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:
 Ms. Tracey Bell, Superintendent
 P.O. Box 69, Hedley, TX 79237 (806)-856-5323