

EAST TEXAS CHARTER SCHOOLS

2402 Alpine Road
Longview, TX 75601

Phone: 903-753-9400

Fax: 903-753-0285

EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security number _____ Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Last First Middle initial </div> Current address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Street/Box City State ZIP Code </div> Email _____ Home phone _____ Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</small>			
Position Data	List the position(s) you are applying for _____ Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by East Texas Charter Schools in the past? <input type="checkbox"/> Yes <input type="checkbox"/> 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 held	Year graduated

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Certification	<p>Certificate or License Currently Held:</p> <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State (Which state: _____) <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____ <p>Level(s) of Certification: _____</p> <p>_____</p> <p>Areas of Specialization/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																							
Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name and location of school</th> <th style="width: 25%;">Type of assignment</th> <th style="width: 25%;">Dates taught</th> <th style="width: 25%;">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> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name and location of school	Type of assignment	Dates taught	Reason for leaving																
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Other Work Experience	<p>Please provide a list of all other jobs or administrative positions you have held in the past 10 years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">School district/firm name</th> <th style="width: 25%;">Position/title</th> <th style="width: 25%;">Dates employed</th> <th style="width: 25%;">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> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				School district/firm name	Position/title	Dates employed	Reason for leaving																
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Professional Data	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.</p> <p>Papers/ articles published _____</p> <p>_____</p> <p>Seminars/workshops _____</p> <p>_____</p> <p>Other related professional activities:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																												
	<p>Do you have a relative who serves on the East Texas Charter Schools Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the relative's name and relationship _____</p> <p>Have you ever been convicted of, plead 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</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>(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.)</p>																												
	<p>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 employers.</p>																												
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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 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 for 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 style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date</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 <u>12 months</u>. If you have not received a response during this time period, you may reapply or reactivate your application.</p>
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CRIMINAL HISTORY CHECK

Section 22.083 of the Texas Education Code allows school districts to complete a criminal history check on all applicants. **East Texas Charter Schools** completes a criminal history check on all applicants. You are requested to complete this form and return it with your application.

Please print or type:

Name: Last First Middle			Social Security Number ____-____-____
Date of Birth	Place of Birth	Sex ____ Female ____ Male	
Race <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> White, non-Hispanic			
Drivers License Number & State		List all other last names you have used	

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply **East Texas Charter Schools** any information concerning my background in connection with employment consideration, and I do release them from any liability and responsibility arising from doing so.

A copy of this authorization may be accepted with the same authority as the original.

Signature

Date