

**GUNTER INDEPENDENT SCHOOL DISTRICT
POST OFFICE BOX 109
GUNTER, TX 75058**

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

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

An Equal Opportunity Employer

Personnel Data

Date of application _____ Social Security number _____

Name _____
Last First Middle Initial

Current Address _____
Street/Box City State Zip Code

Other address where you may be reached _____

Work phone _____ Home phone _____

Other name that may appear on records _____
(Used only for reference checks)

Position Data

List the position(s) you are applying for _____

Type of employment: Full-time Part-time Summer only

Date you can begin work _____

Have you been employed by Gunter ISD in the past? Yes No

If you answered yes, provide dates of employment _____

Education/Training

Check the highest level of education attained:

Not a 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 of college

Two of more years of college Bachelor's degree Master's degree

Other training or education _____

Licenses and certificates held _____

Education/Training (continued)

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

Work Experience

Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach resume 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. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

General Information

Do you have a relative who serves on the Gunter ISD Board of Education? Yes No

If yes, please provide the relative's name and relationship: _____

Have you ever been convicted of or plead guilty or no contest (nolo contendere) to a felony or offense involving moral turpitude (including, but no 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; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:

(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.)

References

Please list references the district can contact regarding your work history. Please include all managers and supervisors who evaluated or supervised your performance at your last two employers.

Full name of reference	School district/firm name	Mailing address	Position/title	Area code/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 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.

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.

Signature

Date

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 not to exceed 365 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.

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK

IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

Last Name First Name Middle Initial

Maiden and/or Other Names Used

City** County** State**

____ / ____ / ____
Date of Birth

____ - ____ - ____
Social Security Number

I, _____, am an applicant for employment with the Gunter ISD and have been advised that as a part of the application process, the district conducts a criminal history background check. I do hereby consent to the district use of any information provided during the application process in performing the criminal history check.

The district has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the district. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) ____Yes ____No

If YES, Please provide an explanation below:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?
____Yes ____No

If YES, Please provide an explanation below:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?
____Yes ____No

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

____Yes ____No

If YES, Please provide an explanation below:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE **SPECIFIC** ABOUT DATES OF RESIDENCE.

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE DISTRICT.

Signed this _____ day of _____, 20_____

APPLICANT (Print Name) _____

APPLICANT'S SIGNATURE _____