

# APPLICATION FOR PROFESSIONAL EMPLOYMENT

**SAM RAYBURN INDEPENDENT SCHOOL DISTRICT**  
**9363 E FM 273 IVANHOE, TX 903.664.2255 FAX 903.664.2406**

*SRISD is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, national origin, sex, age, religion, or disability status of otherwise qualified individuals. SRISD does not discriminate on the basis of membership or application for membership in the uniformed services.*

Social Security No. \_\_\_\_\_ Date Available \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI

Are you legally entitled to work in the United States? Yes  No

If employed, you will be required to provide proof of your legal eligibility to work.

Please circle highest educational level: Total years of teaching experience \_\_\_\_\_  
*Bachelor* *Master* *Doctor*

Present Address: \_\_\_\_\_ Permanent Address: (if different) \_\_\_\_\_

Street \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (incl. area code) \_\_\_\_\_ Phone (incl. area code) \_\_\_\_\_

Previous Address: (if at permanent address less than five years) \_\_\_\_\_  
Street, City, State, Zip Code

Business Phone (incl. area code) \_\_\_\_\_ E-mail address \_\_\_\_\_

Name of person to contact in locating you \_\_\_\_\_ Phone (incl. area code) \_\_\_\_\_

### Position applied for:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 020 Pre K - Kindergarten  | <input type="checkbox"/> 048 Vocation Ed. Teacher | <input type="checkbox"/> 018 Nurse                |
| <input type="checkbox"/> 027 Elementary Grades 1-3 | <input type="checkbox"/> 050 Coach                | <input type="checkbox"/> 017 Secretarial Postion  |
| <input type="checkbox"/> 028 Elementary Grades 4-6 | <input type="checkbox"/> 037 Bilingual Teacher    | <input type="checkbox"/> 001 Administrator        |
| <input type="checkbox"/> 029 Elementary Special Ed | <input type="checkbox"/> 038 ESL Teacher          | <input type="checkbox"/> 006 Program Specialist   |
| <input type="checkbox"/> 045 Secondary Teacher     | <input type="checkbox"/> 036 Librarian            | <input type="checkbox"/> 003 Principal Secondary  |
| <input type="checkbox"/> 049 Secondary Special Ed. | <input type="checkbox"/> 016 Counselor            | <input type="checkbox"/> 004 Principal Elementary |
| <input type="checkbox"/> 046 7-8 Grade Other       | <input type="checkbox"/> 005 Asst. Principal      | <input type="checkbox"/> 034 Speech Pathologist   |
| <input type="checkbox"/> _____                     |   |   |

### Office Use

Date Received			
	Acknowledgement		
	References		
	Set Appointment		
DO NOT WRITE IN SHADED BLOCKS			



**HONORS, AWARDS**

List any academic and professional awards or honors you received, any extracurricular activities or organizations in which you participate(d) or belong(ed), and any professional, civic, or charitable organizations in which you are a member. You may exclude any activities or organizations that the names of which would reveal the race, religion, or national origin of its participants or members.

High School \_\_\_\_\_

College \_\_\_\_\_

Community and Professional \_\_\_\_\_

**STUDENT TEACHING EXPERIENCE**

Date \_\_\_\_\_ Name of School \_\_\_\_\_ Address \_\_\_\_\_

Public School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor or Principal \_\_\_\_\_ Grade and/or Subject Taught \_\_\_\_\_

**TEACHING EXPERIENCE (list in chronological order — most recent first)**

FROM		TO		No. of Years	Full Time Part Time	Name of School with Complete Mailing Address	Name of Supervisor/Title and Telephone Number	Grade and/or Subject Taught	Reason for Leaving
Mo.	Yr.	Mo.	Yr.						

Have you ever been discharged from any employment, had a contract of employment nonrenewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or nonrenewal?  Yes  No

If yes, provide a full description of the circumstances of the discharge, nonrenewal or resignation \_\_\_\_\_

\_\_\_\_\_

<b>NON-TEACHING EXPERIENCE (list in chronological order — most recent first)</b>					
<b>Date: Mo. Yr.</b>	<b>Employer's Name, Address, Telephone Number with Area Code</b>	<b>Supervisor</b>	<b>Position/Brief Description of Work</b>	<b>Salary/ Rate of Pay</b>	<b>Reason for Leaving</b>
From: To:					
From: To:					
From: To:					
From: To:					

<p><b>COLLEGE PLACEMENT FILE</b></p> <p>Has one been established? _____ Where? _____ Is it current? _____</p> <p>It is the applicant's responsibility to request a placement file. Date of request for file to be sent to SRISD: _____</p>
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<b>PROFESSIONAL REFERENCES (please print)</b>				
<p>Applicants are required to furnish at least four references. Applicants with teaching experience should include superintendents, principals, consultants and teachers as references. Beginning teacher applicants should include college instructors and public school supervisory teachers. Please do not list relatives.</p> <p>Sam Rayburn Independent School District interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.</p>				
<b>Full Name of Reference</b>	<b>Position</b>	<b>Phone and Fax</b>	<b>Complete Address</b>	<b>City, State and Zip</b>
		Phone #: Fax #:		
		Phone #: Fax #:		
		Phone #: Fax #:		
		Phone #: Fax #:		

<p><b>MISCELLANEOUS INFORMATION</b></p> <p>List relatives who are either employed by SRISD or members of the SRISD Board of Trustees and include the family relationship. _____</p> <p>_____</p> <p>Have you ever been convicted of a crime (excluding minor traffic violations)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine, probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. SRISD conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment. _____</p> <p>_____</p> <p>_____</p>
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**Before SRISD will consider this application to be complete, it requires the following information:**

**Copies of all college transcripts and teaching certificates.**

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



# Applicant Statement

*I certify that the information contained in this application is true and complete. I understand that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from consideration for employment or, if I am hired, may result in disciplinary action up to and including discharge from employment.*

*I authorize Sam Rayburn Independent School District, in order to evaluate me for employment purposes, to contact any or all of my previous employers, references, and educational institutions, and otherwise to investigate fully my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills, and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I understand that SRISD may conduct a criminal background check in connection with its consideration of me for employment. I also understand that certain reports that SRISD receives as a result of its investigation may be "consumer reports" or "investigative consumer reports" and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of SRISD's investigation. I understand that the results of any such investigation may be disclosed to SRISD personnel involved in the employment decision, and I consent to such disclosure.*

*In connection with and in consideration of the undertaking of SRISD to review this application for employment and to consider me for hire, I hereby release and acquit SRISD and its employees and agents from any and all liability for damage of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.*

*I further acknowledge and agree that this employment application is not a contract or a legal guarantee of permanent employment. If hired, I agree to comply with all rules, regulations, and operating procedures established by SRISD.*

*Please sign below and **return this form** as part of the application for employment.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This application will remain active through October 1. At the conclusion of that period, if you still wish to be considered for employment, you must submit a written request to reactivate your application.*



**Notice to Applicant: Please sign and retain this page for your records.**

## Information to Applicants

*The Sam Rayburn Independent School District is an equal opportunity employer that maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, sex, color, religion, national origin, age, or disability of otherwise qualified individuals. SRISD does not discriminate on the basis of membership or application for membership in the uniformed services.*

*This application contains an authorization for SRISD to fully investigate your suitability for employment and personal history by obtaining information from your previous employers and/or other knowledgeable persons as to their firsthand experiences with you, and also, when deemed necessary, by obtaining reports from credit bureaus, credit agencies, or other consumer reporting agencies. Under some circumstances, certain of such reports may be "consumer reports" or "investigative consumer reports" as to which, under the Fair Credit Reporting Act, you are entitled, upon your request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by SRISD.*

**Notice to Applicant: Please sign and retain this page for your records.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

