

# Employment Application for Service & Support 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*

<b>Personal Data</b>	Date of Application: _____ Social Security Number: _____ Name: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 40px;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle Initial</i></span> </div> Current Address: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-left: 40px;"> <span><i>Street/Box</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>Zip Code</i></span> </div> Other address where you may be reached: _____ Work Phone: _____ Home Phone: _____ Other name that may appear on records: _____ <div style="text-align: right; font-size: x-small;"><i>(Used for certification, reference, and criminal history record checks)</i></div>																																												
<b>Position Data</b>	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 previously employed by Ganado ISD? _____ If you answered yes, provide dates of employment and position(s) held: _____																																												
<b>Education/Training</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name &amp; Location of Schools Attended</th> <th style="width: 30%;">Course of Study &amp; Major/Minor</th> <th style="width: 30%;">Diploma, Degree, Certificate, or License Held</th> <th style="width: 10%;">Year Graduated <i>(College Only)</i></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> <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> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name & Location of Schools Attended	Course of Study & Major/Minor	Diploma, Degree, Certificate, or License Held	Year Graduated <i>(College Only)</i>																																								
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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.

**Work Experience**

Employer & 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 Ganado ISD Board of Education? \_\_\_\_\_

If yes, please provide the relative's name and relationship to you: \_\_\_\_\_

\_\_\_\_\_

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)?  Yes  No

If yes, please state where, when and the nature of the offence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(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).*

**Employment Application for Service & Support Personnel**

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 places of employment.

References

Full Name of Reference	District/Firm Name	Mailing Address	Position/Title	Phone #

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 24 months. If you have not received a response during this time period, you may reapply or reactivate your application.

# Ganado ISD Criminal History Information Request

## Confidential

The Ganado Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print.*

Name \_\_\_\_\_  
*Last First Middle*

Social Security Number \_\_\_\_\_ Date of birth \_\_\_\_\_

Driver's License \_\_\_\_\_  
*State and Number*

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Sex:  Male  Female Ethnicity:  Black  White/Other

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used *solely* for the purpose of obtaining criminal history record information.\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*This form will be removed from the application and filed separately in the HR office.