

# West Rusk County Consolidated Independent School District

P.O. Box 168 • New London, TX 75682 • Telephone(903) 392-7850 • Fax(903) 392-7866

## Employment Application for Professional Personnel

We consider applications for all positions without regard to race, color, national origin, age, religion, sex, marital, or veteran status, the presence of a medical condition, 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; width: 80%; margin-left: 20px;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>
	Current Address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div>
	Other address where you may be reached _____
	Work phone _____ Home phone _____
	Other name that may appear on records _____ (to be used for reference checks)

<b>Position Data</b>	List the position for which you are applying _____
	Credentials included with application: Resume All teaching and professional certificates or licenses ( front and back, if appropriate) All transcripts showing degrees
	Date you can begin work _____
	Have you ever been employed by this school district?    yes    no
	If yes, give dates of employment _____

<b>Education/Training</b>	Names and locations of schools attended	Course of study: major/minor fields	Diploma, degree, certificate, or license held	Year graduated (college only)

**Professional Data**

Please list relevant professional activities.  
Omit references to organizations that would reveal age, race, ethnic origin, or religious persuasion.

Papers/articles published \_\_\_\_\_  
\_\_\_\_\_

Seminars/workshops conducted \_\_\_\_\_  
\_\_\_\_\_

Other related professional activities \_\_\_\_\_  
\_\_\_\_\_

**General Information**

Do you have a relative who is a member of the West Rusk CCISD Board of Trustees?  
 yes  no  
 If yes, please provide the name of the relative and the relationship:  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of or plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)?  
 yes  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.)

**References**

Please list references the District may contact regarding your work history. 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

**Certification**

**Certificate or license held currently**  
 None  
 Valid Texas  
 Valid other state \_\_\_\_\_  
 Emergency (Texas only)  
 Texas one-year certificate: expires on \_\_\_\_\_  
 Texas temporary administrative : expires on \_\_\_\_\_

**Areas of specializations**

Administrator	<input type="checkbox"/> All level art	Vocational (specify)
Superintendent	All level health & PE	_____
Principal	All level music	Nurse
Mid-management administrator	Librarian	Visiting Teacher
Elementary and kindergarten	Counselor	Supervisor
Secondary (junior and senior high)	Special Education	Other (Specify) :
	(specify):	_____
	_____	

**Teaching Experience**

List teaching experience beginning with most recent years.

Names and locations of schools	Type of Assignment	Dates Taught	Reason for leaving

**Other Work Experience**

Please provide a list of all other jobs or administrative positions you have held in the past ten years. Attach additional sheets if necessary. Please, attach a resume, if applicable.

School district/Firm name	Position/Title	Dates Employed	Reason for leaving

**Verification**

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understanding 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 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 from liability for any damage that may result from furnishing same to you.

I understand that the District is authorized by Texas Education Code 22.083(b) to obtain criminal history record information on persons the District intends to employ.

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Signature of Applicant

Date

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for 24 months. If you have not received a response during this time, you may reapply or reactivate your application.

For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 Coordinator, Lawrence Coleman at P.O. Box 168, New London, Texas 75682, or call (903) 392-7850.

**It is the policy of West Rusk CCISD to not discriminate on the basis of sex, disability, race, color, age, or national origin, in its education programs, activities, or employment required by Title IX, section 504 and Title VI.**

West Rusk County Consolidated  
Independent School District  
P. O. Box 168  
New London, Texas 75682-0168  
Telephone: 903-392-7850 Fax: 903-392-7866

To the Custodian of the Information:

I, \_\_\_\_\_ an applicant for employment or volunteer service with the West Rusk County Consolidated Independent School District, authorize the West Rusk County Consolidated Schools to obtain any criminal history record information that relates to me.

I understand that this information may be obtained from any law enforcement agency. I further understand that the West Rusk County Consolidated Schools may use this information in evaluating me for employment purposes.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_.  
Day Month/Year

Signature of Applicant \_\_\_\_\_

Please print the following information:

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Other names that may appear on records: \_\_\_\_\_

Your email address registered with TEA: \_\_\_\_\_  
(Positions Requiring TEA Certification)

Mailing Address: \_\_\_\_\_  
P. O. Box/Street Address City State Zip

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Usser I.D. #: 0107e

21:917 Access to Police Records of Employment Applicants

- (1) A school district is entitled to obtain criminal history record information that relates to a volunteer applicant with the district if, at the time of the request for the information, the district submits to the custodian of the information a signed statement from the volunteer applicant authorizing the district to obtain the information.
- (2) A school district may obtain information under this section from any law enforcement agency, including the police department or the Department of Public Safety, or from the Texas Department of Corrections.
- (3) A school district may use information obtained under this section only for the purpose of evaluating volunteer applicants.

Added by Acts 1981, 67<sup>th</sup> leg., p. 1867, ch. 444, paragraph 1, effective August 31, 1981

**DPS Computerized Criminal History (CCH) Verification  
for  
West Rusk County Consolidated Independent School District**

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization West Rusk CCISD conducting the criminal history check is not allowed to discuss any information obtained using this method. The agency will ask you to have a fingerprint search performed in order to comply with the Texas Education Agency guidelines. Therefore, if any misidentification based on the name search occurs, the required fingerprint search would clear the matter.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety automated fingerprint identification system. I have been made aware that in order to complete this process I must have the correct fingerprinting FAST Pass form from this agency, make an online or phone appointment, submit a full and complete set of my fingerprints, and pay the required fee to the fingerprinting services company, IdentoGO (formerly L-1 Services).

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by West Rusk CCISD. Required for future DPS Audits)

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
West Rusk County Consolidated ISD

\_\_\_\_\_  
Agency Representative Printed Name

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

For office use only:

Check and Initial each Applicable Space

CCH Report Printed:

Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_ initial

Purpose of CCH: \_\_\_\_\_

Hired \_\_\_\_\_ Not Hired \_\_\_\_\_ \_\_\_\_\_ initial

Date Printed: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ initial

Date Destroyed: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ initial