

KIRBYVILLE CONSOLIDATED INDEPENDENT SCHOOL DISTRICT EMPLOYMENT APPLICATION FOR ADMINISTRATIVE 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 _____ <small>(Used only for reference checks)</small>			

POSITION DATA	
List the position(s) you are applying for _____	
Credentials included with application <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees <input type="checkbox"/> Three letters of reference	
Date you can begin work _____	
Have you been employed by Kirbyville CISD 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 (College only)

OTHER WORK EXPERIENCE

Please provide a list of other jobs or positions you have held in the past 10 years. Attach additional sheets if necessary.

Dates employed	School district/firm name	Position/title	Reason for leaving

PROFESSIONAL DATA

Please list relevant professional activities.

Papers/articles published _____

Seminars/workshops conducted _____

Other related professional activities _____

GENERAL INFORMATION

Do you have a relative who serves on the Kirbyville CISD 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 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 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 (Use additional page if necessary)

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 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 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 selected for employment.

Signature

Date

This application becomes the property of the district. The district reserves the right to accept or reject it. This application will remain active until the position is filled.

Please Return Application To:

Kirbyville Consolidated Independent School District
206 East Main Street
Kirbyville, Texas 75956