



SANTA MARIA INDEPENDENT SCHOOL DISTRICT
P. O. Box 448
Santa Maria, Texas 78592
Phone: (956) 565-6308
Fax: (956) 565-0598
Supt. Fax: (956) 565-4422

EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

It is the policy of Santa Maria I.S.D. not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educations Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973 as amended.

AN EQUAL OPPORTUNITY EMPLOYER

Personal Data	Date of application _____ Social Security number _____			
	Name _____ <i>Last First Middle Initial</i>			
	Current address _____ <i>Street/Box City State Zip Code</i>			
	Work Phone _____		Home Phone _____	
	Other name that may appear on records _____ <i>(Used only for reference checks)</i>			
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 of licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by Santa Maria I.S.D. 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 <i>(College only)</i>

Certification	Certificate or License Currently Held: <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____			
	Areas of Specialization: <input type="checkbox"/> Administrator <input type="checkbox"/> Superintendent <input type="checkbox"/> Principal <input type="checkbox"/> Mid-Management Administrator <input type="checkbox"/> Elementary <input type="checkbox"/> Elementary and Kindergarten <input type="checkbox"/> Secondary (Jr./Sr. High) <input type="checkbox"/> All-Level Art <input type="checkbox"/> All-Level Health and PE <input type="checkbox"/> All-Level Music <input type="checkbox"/> Librarian <input type="checkbox"/> Counselor <input type="checkbox"/> Special Education (specify) _____ <input type="checkbox"/> Vocational (specify) _____ <input type="checkbox"/> Nurse <input type="checkbox"/> Visiting Teacher <input type="checkbox"/> Supervisor <input type="checkbox"/> Other (specify) _____			
Teaching Experience	List teaching experience beginning with most recent years.			
	Name and location of School	Type of assignment	Dates taught	Reason for leaving
Other Work Experience	Please provide a list of all other jobs or administrative position you have held in the past 10 years. Attach additional sheets if necessary. Attach resume if available.			
	School district/Firm name	Position/Title	Dates employed	Reason for leaving

Professional Data	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.</p> <p>Paper/Articles published _____</p> <p>_____</p> <p>Seminars/Workshops conducted _____</p> <p>_____</p> <p>Other related professional activities _____</p> <p>_____</p>																													
General Information	<p>Do you have a relative who serves on the Santa Maria ISD Board of Education?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship _____</p> <p>_____</p> <p>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 offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p><small>(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.)</small></p>																													
References	<p>Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at you last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th> <th style="width: 20%;">School district/ Firm name</th> <th style="width: 20%;">Mailing address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 20%;">Area code, Phone number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Full name of reference	School district/ Firm name	Mailing address	Position/Title	Area code, Phone number																				
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Verification

I hereby affirm that all the 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, 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 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

CRIMINAL HISTORY INFORMATION REQUEST

Confidential*

The 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.