



# Walnut Springs ISD

PH 254-797-2132 or 254-797-2133

PO Box 63  
Walnut Springs, TX 76690

Superintendent  
Tim Hensley

Assistant Principal  
Alexandria Fauntleroy

## Employment Application for Paraprofessional – Substitute - Bus Driving Personnel

We consider Applicants 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.

### PERSONAL DATA

Name (as it is on your Driver's License): \_\_\_\_\_  
LAST FIRST MIDDLE

Email: \_\_\_\_\_ @ \_\_\_\_\_

Current Address: \_\_\_\_\_  
STREET/BOX CITY STATE ZIP

Other Address  
Where You May Be Reached: \_\_\_\_\_  
STREET/BOX CITY STATE ZIP

Reached: \_\_\_\_\_  
STREET/BOX CITY STATE ZIP

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DL# \_\_\_\_\_ State: \_\_\_\_\_

Preferred Phone Contact: Cell Home

Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name Used On Records If Different From Present Name: \_\_\_\_\_

### POSITION DATA

Application Date \_\_\_\_\_ Date Available \_\_\_\_\_ Position for which you are applying: \_\_\_\_\_

**Please include all of the Credentials listed below with your Application:**

- 1. Resume
- 2. All Transcripts Showing Degree
- 3. All Teaching & Professional Certificates  
(Front and Back, if appropriate)

Former WSISD Employee? Yes No If Yes: Dates of Employment \_\_\_\_\_

### EDUCATION/TRAINING

Schools Attended: List All Applicable Information

Name Of School And Location	Course of Study Major/Minor Fields	Diploma, Degree, Or Certificate	Year Graduated

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**OTHER WORK EXPERIENCE**

Please provide a complete listing of all other jobs or administrative positions you have held in the past 10 years, beginning with the most recent. Attach additional sheets if necessary. **PLEASE ATTACH RESUME.**

School District/Firm Name	Position/Title	Dates Employed	REASON FOR LEAVING

**GENERAL INFORMATION**

Do you have a relative who is a member of the Walnut Springs ISD Board of Education? Yes No  
 If yes, name of the relative \_\_\_\_\_ and the relationship \_\_\_\_\_.  
 Have you ever been convicted of a felony or offense involving moral turpitude (*including, but not limited to theft, murder, swindling, and indecency with a minor*) and/or received probation or deferred adjudication: Yes No If yes, please state where, when, and the nature of the offense. \_\_\_\_\_

*(Conviction of a felony 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 below references that may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your work experience. ***Please include information here even if listed on resumé.***

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

**VERIFICATION**

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and I 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 same to you.

I understand that the district is required by Texas Education Code 22.083 to obtain criminal history record information on applications selected for employment.

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 a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

\_\_\_\_\_ **Signature of Applicant** \_\_\_\_\_ **Date**

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**Incomplete Applications will NOT be accepted. Faxed Applications ARE NOT accepted.**



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### Addendum to Application

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**CONFIDENTIAL**

THE WALNUT SPRINGS INDEPENDENT SCHOOL DISTRICT IS REQUIRED BY STATE LAW TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON ALL APPLICANTS FOR EMPLOYMENT WITH THE DISTRICT (TEXAS EDUCATION CODE SECTION 22.083)

I UNDERSTAND THE INFORMATION SET FORTH BELOW WILL BE USED BY THE DISTRICT SOLELY FOR THE PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD INFORMATION AND WILL NOT BE USED IN ANY MANNER RELATED TO DETERMINING THE ELIGIBILITY FOR EMPLOYMENT WITH THE DISTRICT.

Name (as it is on your Driver's License): \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \* D.O.B. \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Sex: Male

Female

Ethnicity: Black Hispanic

Other White

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

\_\_\_\_\_  
**Date**

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.\**

\*This form will be processed separately and not shared with the hiring manager. Approved by the Texas Commissioner of Education, October 2017.

## Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following: (please initial by the correct response below)

\_\_\_\_\_ I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

\_\_\_\_\_ I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_

\_\_\_\_\_ I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_

## Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Name (First, Middle, Last)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address (Street, City, State, Zip Code)

\_\_\_\_\_  
County

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_  
County State Date Month Year

\_\_\_\_\_  
(Signature of Declarant)

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.\*

\*This form will be processed separately and not shared with the hiring manager. Approved by the Texas Commissioner of Education, October 2017.

**DPS Computerized Criminal History (CCH) Verification  
(AGENCY COPY)**

I, \_\_\_\_\_, acknowledge that a Computerized Criminal  
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form; but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov](http://www.dps.texas.gov) /Crime Records Information/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by this agency. Required for future DPS Audits)**

<b>To be Completed by Applicant</b>	
_____ Signature of Applicant or Employee (optional)	_____ Date

<b>To be Completed by Agency</b>	
_____ Agency Name (Please print)  _____ Agency Representative Name (Please print)  _____ Signature of Agency Representative  _____ Date	<p align="center"><b>Please:</b></p> <p align="center"><b>Check and Initial each Applicable Space</b></p> CCH Report Printed: YES          No          _____ initial Purpose of CCH: _____ Empl          Volunteer          _____ initial Date Printed: _____          _____ initial Destroyed Date: _____          _____ initial  <b>Retain in your files</b>