



Walnut Springs ISD

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

PO Box 63
Walnut Springs, TX 76690

Superintendent
Pat Garrett

Principals
Lonnie Flippen & Christy Halbert

Employment Application for Professional 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

Date of Application _____ Social Security Number _____ - _____ - _____

Name: _____
LAST FIRST MIDDLE INITIAL

Email: _____

Current Address: _____
STREET/BOX CITY STATE ZIP

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

Preferred Phone Contact: ___ Cell ___ Home ___ Work
Cell: _____ Home: _____ Work: _____

Name Used On Records If Different From Present Name: _____

POSITION DATA

Position For Which You Are Applying _____ Date Available _____

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 (College Only)

Walnut Springs I.S.D. does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex in the educational programs and activities which it operates.

CERTIFICATION INFORMATION

Name Shown on Certificate: _____

- | | | | | |
|--------------------------|-----------------------------|------------------------------------|---------------|-------|
| <input type="checkbox"/> | Type of Certificate | _____ | List subjects | _____ |
| <input type="checkbox"/> | Valid Texas | _____ | | |
| <input type="checkbox"/> | Valid Other State | _____ | | |
| <input type="checkbox"/> | Emergency Permit(TX) | _____ | | |
| <input type="checkbox"/> | Temporary Permit | Expiration date: _____/_____/_____ | | |
| <input type="checkbox"/> | TX 1-Year Certificate | Expiration date: _____/_____/_____ | | |
| <input type="checkbox"/> | TX Temporary Administrative | Expiration date: _____/_____/_____ | | |

Areas of Specialization

- | | | |
|---|---|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Elementary | <input type="checkbox"/> All Level |
| <input type="checkbox"/> Superintendent | <input type="checkbox"/> Elementary and Kindergarten | Specify _____ |
| <input type="checkbox"/> Principal | <input type="checkbox"/> Secondary (JH and Secondary) | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Technology Applications | Specify _____ |
| <input type="checkbox"/> Counselor | <input type="checkbox"/> CTE | <input type="checkbox"/> Other |
| <input type="checkbox"/> Visiting Teacher | Specify _____ | Specify _____ |

TEACHING EXPERIENCE

List teaching experience: Begin with most recent years & do not write "See Attached Resume"

Name Of School And Location	Type of Assignment	Dates Taught	Reason for Leaving

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	<u>REASON FOR LEAVING</u>

PROFESSIONAL DATA

Omit references to information that would reveal race, age, ethnic origin, or religious persuasion.

Publications/Articles _____

Seminars/Workshops Conducted _____

Other Related Professional Activities _____

GENERAL INFORMATION

Do you have a relative who is a member of the Walnut Springs ISD Board of Education? Yes ____ No ____

If yes, please give the name of the relative and the relationship.

Name: _____ 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

FOR SCHOOL USE ONLY:

Date application received: _____

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



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Principal
Michele Garza

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.

Full Name: _____

Social Security Number _____ D.O.B. _____

Driver's License Number: _____ State: _____

Sex: Male
 Female

Ethnicity: Black
 Hispanic
 Other
 White

Signature of Applicant

Date

This form will be removed from the application and filed separately in the personnel office.

Please complete the following page also.

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

I, _____, have been notified that a Computerized Criminal
APPLICANT or EMPLOYEE NAME (Please print)

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 identifiers 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 conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

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 AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment 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 your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Today's date

Date of Birth

Agency Name (Please Print)

Agency Representative Name (Please Print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ Initial _____

Purpose of CCH: _____

Hire _____ Not Hired _____ Initial _____

Date Printed: _____ initial _____

Destroyed Date: _____ initial _____

Retain in your files

Rev. 02/2011

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.