



Smyer Independent School District

Date of Application _____

- () Miss
- () Mrs.
- () Ms.
- () Mr.

PROFESSIONAL EMPLOYEES APPLICATION FOR EMPLOYMENT

 Last First Middle Maiden
 Present Address _____ Telephone () _____
 Number and Street

 City State Zip Code

IN CASE OF EMERGENCY NOTIFY:

 Name Street Address Phone

 City State Zip Code

Social Security Number: _____

1. Are you a U.S. citizen, U.S. national, lawful permanent resident, lawful temporary resident, asylee, or refugee? Yes No

 (The term "Lawful Temporary Resident" refers to aliens granted temporary resident status under amnesty programs, not to aliens holding short-term visas such as the H-1B, J, or F.)

If "YES" do not answer question 2. • If "NO" please answer question 2.

2. a) What is your current immigration status? _____
 b) When does this status expire? _____
 c) Do you have any Employment Authorization Document? Yes No

 If "Yes," when does it expire? _____

POSITION DESIRED

Please indicate grade level, subject matter or type of position you prefer.

First Choice _____
Second Choice _____
Third Choice _____

Please Return To:
 Smyer Independent School District
 P.O. Box 206 • 4th & Lincoln • Smyer, Texas 79367
 (806) 234-2935 • Fax: (806) 234-2411

DISTRICT USE ONLY

Date Interviewed: _____
 Interviewed By: _____
 Certificate: _____
 Official Transcript: _____

REQUIREMENTS FOR INTERVIEW

The following credentials are required to be on file in the Personnel Office prior to employment. Copies of items 1, 2, 3, 6 & 7 are required at the time of the formal interview.

1. A Smyer Independent School District Professional Application.
2. Official transcripts of degrees, bearing the seal and signature of the registrar and the date the degree was conferred. (In the event a new graduate is unable to secure a transcript verifying degree conferment, a letter from the Registrar stating that all requirements for graduation have been completed should accompany the partial transcript.)
3. A copy of the applicant's teaching certificate. If a certificate has not been received, obtain a letter from the college certification officer listing the teaching fields which are on the Texas Education Agency application for the certificate. (If applicant is certified outside of Texas, a copy of the out-of-state teaching credential may be submitted in lieu of the valid Texas Teacher's Certificate.)
4. A copy of the credentials on file at the College Placement Office which includes evaluations of applicant's student teaching by the college supervisor and the cooperating teacher. (Not required of applicants with two (2) full years or more of service in public schools.)
5. A copy of a certified Birth Certificate.
6. A copy of Texas Teacher Service Record.
7. Test results (EXCET/TECAT.)
8. Resume (optional).
9. Access to police records.
10. Texas workers compensation waiver.

DISPOSITION OF APPLICATION

Due to the large number of applications received annually, the district is unable to respond to the applicants not selected for employment. Applications will be retained and updated for a one-year period from the date of personal interview, after which the applicant must notify the Personnel Office of his/her desire to remain in an active status. It is the applicant's responsibility to advise the Personnel Office of any change of name, address, or other status while his/her application is active.

When applications become inactive, basic credentials will be retained for two years. Should the applicant desire future consideration after becoming inactive, written request must be made to the Personnel Office. Otherwise, credentials will be destroyed. We sincerely regret that it is impossible for us to employ all of the fine candidates for positions in Smyer Independent School District and extend best wishes as you pursue your career in the teaching profession.

NOTIFICATION OF EMPLOYMENT

When an applicant is favorably considered for an existing vacancy, an invitation may be extended for a second interview with another administrator. The Director of Personnel will notify the applicant of his/her status as soon as possible. If the applicant is selected to fill the vacancy, he/she will be recommended to the Board of Trustees for employment. Employment is not finalized or a contract made until the Board of Trustees votes and approves recommendation for employment.

DISTRICT'S STATEMENT

"Smyer Independent School District does not discriminate against anyone due to race, creed, disability, religion, or national origin; nor shall any person be denied employment because of age, sex, or marital status."

"I affirm that all information contained in this application is true and complete and that any misrepresentation, falsification, or omission herein shall be sufficient reason for dismissal from, or refusal of employment. I further authorize my references to be contacted and to speak freely regarding my qualifications. In that regard, I hold them harmless from any civil actions on my part regarding their comments.

"I further understand that a criminal history check will be run and give my permission to do so."

Applicant's Signature

Date: _____

In the following question, the term “conviction” includes a “no contest” or “nolo contendere” plea, probation, and deferred adjudication; the term “moral turpitude” includes without limitations, offenses involving theft or attempted theft of any kind, fraud of any kind, sexual offenses of any kind, assaultive offenses, bribery, perjury, drugs and alcohol offenses, offenses involving minors, or any other offense contrary to justice, honesty, modesty, or good morals.

Have you ever been convicted of or pleaded nolo contendere to a felony or offense involving moral turpitude?

YES

NO

Conviction of a felony or crime of moral turpitude is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Are you aware of any reasons you would not be able to perform the duties of the position for which you are making application?

YES

NO

If the answer to any of the above questions is YES, you MUST explain:

CRIMINAL HISTORY RECORD INFORMATION REQUEST

Confidential

The Smyer 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 Number _____ State _____

Mailing Address _____

Email _____

Phone Number _____

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.

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

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) 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. (This is not a consent form.) 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, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. 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. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) 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 \$24.95 to the fingerprinting services company.

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

Signature of Applicant or Employee

Date

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: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	