



# 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."

Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## EMPLOYMENT QUESTIONS

1. Have you ever failed to have a contract renewed with a school system?  
 YES                       NO
2. Have you ever been dismissed or terminated from employment with a school system?  
 YES                       NO
3. Have you ever resigned in lieu of proposed contract non-renewal or termination?  
 YES                       NO
4. Have you ever had a teaching credential denied, revoked, or suspended in any state?  
 YES                       NO
5. Within the last three years, have you ever been evaluated under the Texas PDAS as unsatisfactory in one or more domains or as below expectations in two or more domains?  
 YES                       NO

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

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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:

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