

MERKEL ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

*An Equal Opportunity Employer**

Date of application _____																							
Personal Data	Name _____ <small style="display: flex; justify-content: space-between;"><i>Last</i><i>First</i><i>Middle initial</i></small>																						
	Current address _____ <small style="display: flex; justify-content: space-between;"><i>Street/Box</i><i>City</i><i>State</i><i>ZIP Code</i></small>																						
	Other address where you may be reached _____																						
	Home phone _____ Cell phone _____ Other phone _____																						
	Other name that may appear on records _____ <small><i>(Used for certification, reference, and criminal history record checks)</i></small>																						
Position Data	List the position(s) for which you are applying _____																						
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only																						
	Date you can begin work _____																						
	Have you been employed by Merkel ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____																						
Special Skills	List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience.																						
	1. _____	4. _____																					
	2. _____	5. _____																					
	3. _____	6. _____																					
	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.																						
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Employer name and location</td> <td style="width: 25%;"></td> <td style="width: 25%; padding: 5px;">Employer name and location</td> <td style="width: 25%;"></td> </tr> <tr> <td style="padding: 5px;">Position/title held</td> <td></td> <td style="padding: 5px;">Position/title held</td> <td></td> </tr> <tr> <td style="padding: 5px;">Dates employed</td> <td></td> <td style="padding: 5px;">Dates employed</td> <td></td> </tr> <tr> <td style="padding: 5px;">Supervisor's name and phone</td> <td></td> <td style="padding: 5px;">Supervisor's name and phone</td> <td></td> </tr> <tr> <td style="padding: 5px;">Reason for leaving</td> <td></td> <td style="padding: 5px;">Reason for leaving</td> <td></td> </tr> </table>				Employer name and location		Employer name and location		Position/title held		Position/title held		Dates employed		Dates employed		Supervisor's name and phone		Supervisor's name and phone		Reason for leaving		Reason for leaving
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Work Experience	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
References	Please list references the district can contact regarding your work history.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number
Education/Training	List the highest level of education attained: _____				
	Licenses and certificates granted _____				

	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted		Year graduated <i>(College only)</i>

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General Information	<p>Do you have a relative who serves on the Board of Education or is an employee of Merkel ISD?</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, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <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>_____</p> <p>(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.)</p>
Verification	<p>I hereby affirm that all 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.</p> <p>I authorize the references listed above 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 the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature Date</p> <p>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 24 months. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status*

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The district Title IX Coordinator is

(Bill Hood, Superintendent, P.O. Box 430 Merkel, Texas 79536, and 328-5813 ex. 1100.

Please Mail Application to:

Bill Hood, Superintendent

P.O. Box 430

Merkel, Texas 79536

Email: bhood@merkel.esc14.net



**MERKEL INDEPENDENT SCHOOL DISTRICT
P.O. BOX 430, MERKEL, TEXAS 79536
AREA CODE 325-928-5813**

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

CONFIDENTIAL*

THE MERKEL INDEPENDENT SCHOOL DISTRICT IS REQUIRED BY STATE LAW TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON APPLICANTS THE DISTRICT INTENDS TO EMPLOY EITHER ON A FULL-TIME, PART-TIME, OR SUBSTITUTE BASIS, (ACCORDING TO Texas Education Code §22.083 and Senate Bill 9). THE INFORMATION REQUESTED BELOW IS NECESSARY TO OBTAIN CRIMINAL HISTORY AND FINGER PRINTING RECORD INFORMATION.

PLEASE PRINT.

NAME _____
LAST FIRST MIDDLE

SOCIAL SECURITY NUMBER _____ **DATE OF BIRTH** _____

SEX _____ **MALE** _____ **FEMALE** **ETHNICITY:** _____ **BLACK** _____ **WHITE/OTHER**

I UNDERSTAND THAT THE INFORMATION I AM PROVIDING ABOUT AGE, SEX, ETHNICITY WILL NOT BE USED TO DETERMINE ELIGIBILITY FOR EMPLOYMENT BUT WILL BE USED SOLELY FOR THE PURPOSE OF OBTAINING THE ABOVE NECESSARY INFORMATION.

I UNDERSTAND THAT IS MY RESPONSIBILITY TO PAY FOR ALL FEES THAT ARE REQUIRED TO OBTAIN THIS INFORMATION.

SIGNATURE

DATE