

# MALAKOFF INDEPENDENT SCHOOL DISTRICT

1308 FM 3062, Malakoff, Texas 75148  
 PH. (903) 489-1152 FAX (903) 489-2566

## EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

*An Equal Opportunity Employer \**

Date of Application: _____		Social Security #: _____		
Personal Data	Name: <i>Last</i> _____ <i>First</i> _____ <i>Middle Initial</i> _____			
	Current Address: <i>Street/Box</i> _____			
	<i>City</i> _____ <i>State</i> _____ <i>Zip Code</i> _____			
	Other address where you may be reached: _____			
	Home phone #: _____ Cell phone # _____ Other phone #: _____			
Other name that may appear on records: _____ <i>(Used for certification, reference, and criminal history record checks)</i>				
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 Malakoff SD 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. _____			
Work Experience	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 resume if available.			
	Employer name & location		Employer name & 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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<b>Work Experience</b>	Employer name & location		Employer name & 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		
<b>References</b>	Please list references the district can contact regarding our work history.				
	Full name of reference	School district / firm name	Mailing Address	Position/ Title	Area code/ Phone Number
<b>Education/Training</b>	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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<b>General Information</b>	<p>Do you have a relative who serves on the Board of Education or is an employee of Malakoff ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please provide the relative's name and relationship:                  _____</p> <hr/> <p>Have you ever been convicted of, pled guilty or no contest (no contendre) 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)?</p> <p><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>(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>
<b>Verification</b>	<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 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 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 <span style="float: right;">_____</span> 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 12 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.*

The district Title IX Coordinator is Mr. Randy Perry, Superintendent, 1308 FM 3062, Malakoff, TX 75148

**EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL**

**CRIMINAL HISTORY RECORD INFORMATION REQUEST**

**Confidential \***

The Malakoff Independent School District is required by state law to review the criminal history of applicants, employees, student teachers, and volunteers. The information requested below is necessary to obtain criminal history record information.

*Please print*

Name: *Last* \_\_\_\_\_ *First* \_\_\_\_\_ *Middle* \_\_\_\_\_

Date of birth \_\_\_\_\_

Sex:  Male  Female

**Part 1. Ethnicity:** Is the person Hispanic/Latino? (Choose only one)

- Hispanic/Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or Other Spanish culture or origin, regardless of race.
- Not Hispanic/Latino**

**Part 2. Race** What is the person’s race? (Choose one or more)

- American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.
- Black or African American** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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.

## ATTACHMENT FOR PARAPROFESSIONAL EMPLOYMENT

The No Child Left Behind Act of 2001 (Public Law 107-110) was signed by President Bush on January 8, 2002. The main thrust of this law was to amend the federal education programs established under the Elementary and Secondary Education Act of 1965.

Parts of this new law cover the Qualifications of Paraprofessionals and the hiring of same. A summary of those provisions follows:

**Qualifications of Paraprofessionals:** Any paraprofessional hired by the Local Education Agency (LEA) after January 8, 2002, and working in a Title I Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

- Have completed at least two years of study at an institution of higher education;
- Have obtained an associate's (or higher) degree; or
- Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
  - knowledge of, and the ability to assist in instructing, reading, writing and mathematics; or
  - knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Because of these new guidelines Malakoff ISD will be administering the test to Paraprofessional applicants in August, 2002 before hiring paraprofessionals on any of our campuses, unless the applicant has on file a transcript showing two years of higher education or an associate's degree.

A letter will be sent to applicants on file as to the date, place and time for testing.

If you have any questions or concerns you may contact Sybil Norris, Assistant Superintendent (903) 489-1152.