

**GROOM ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL**

*Groom ISD - An Equal Opportunity Employer\**

Date of application _____																							
<b>Personal Data</b>	Name _____ <small style="display: flex; justify-content: space-between;"><span>Last</span><span>First</span><span>Middle initial</span></small>																						
	Current address _____ <small style="display: flex; justify-content: space-between;"><span>Street/Box</span><span>City</span><span>State</span><span>ZIP Code</span></small>																						
	Other address where you may be reached _____																						
	Home phone _____ Cell phone _____ Other phone _____																						
	Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</small>																						
<b>Position Data</b>	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 _____ ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____																						
<b>Special Skills</b>	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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<b>General Information</b>	<p>Do you have a relative who serves on the Board of Education or is an employee of _____ 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>
<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 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 align="center">_____</p> <p align="center">Signature <span style="margin-left: 200px;">_____</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 _____ 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, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is Jay Lamb, Superintendent – (806) 248-7557 .



**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:

- 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: \_\_\_\_\_.

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**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 _____, _____.	
<i>County</i>	<i>State</i>
<i>Date</i>	<i>Month</i>
	<i>Year</i>

\_\_\_\_\_  
(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.