

# APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

Return to:  
Meyersville Independent School District  
Personnel Office  
1897 Meyersville Road  
P. O. Box 1  
Meyersville, Texas 77974  
(361) 275-3639 FAX 361-275-5034

*It is the policy of Meyersville ISD not to discriminate on the basis of sex, handicap, race, color, age, political belief, national origin or religion in its educational programs, activities or employment.*

## For Office Use Only

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

Expires: \_\_\_\_\_

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

## I. PERSONAL DATA (Please type or print all information.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Social Security Number \_\_\_\_\_ E-mail address \_\_\_\_\_ Date \_\_\_\_\_

U.S. Citizen?  Yes  No Filed for Citizenship?  Yes  No Date filed: \_\_\_\_\_

Other name(s) under which you have attended school or worked : \_\_\_\_\_

## CURRENT ADDRESS

Effective Until: \_\_\_\_\_ Phone: \_\_\_\_\_  
Month Day Year Area Number

Cell: \_\_\_\_\_  
Area Number

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

## PERMANENT OR ALTERNATE ADDRESS

Effective Until: \_\_\_\_\_ Phone: \_\_\_\_\_  
Month Day Year Area Number

Street Address \_\_\_\_\_ Apt. Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

## II. POSITION(S) FOR WHICH YOU WISH TO APPLY

Check all appropriate boxes:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Classroom Aide     | <input type="checkbox"/> Secretarial/Clerical Aide     | <input type="checkbox"/> Nurse's Aide         |
| <input type="checkbox"/> Bus Driver         | <input type="checkbox"/> Maintenance                   | <input type="checkbox"/> Custodial            |
| <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Substitute Foodservice Worker | <input type="checkbox"/> Substitute Custodian |
| <input type="checkbox"/> Full-time          | <input type="checkbox"/> Part-time                     | <input type="checkbox"/> Summer Only          |

Date you can begin: \_\_\_\_\_

Have you worked for the Meyersville ISD in the past? Yes  No

Previous Dates of Employment: \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER

### III. EDUCATIONAL HISTORY

Highest grade attended: \_\_\_\_\_ GED \_\_\_\_\_ Two or more years of college \_\_\_\_\_ Bachelor's \_\_\_\_\_ Master's Degree \_\_\_\_\_  
 Other training or education: \_\_\_\_\_  
 Licenses or Certificates held: \_\_\_\_\_

(List in reverse chronological order.)

EDUCATIONAL INSTITUTIONS	DATE GRAD.								
High School									
College/University		Hours	Degree	Major	HRS.	GRADE AVG.	Minor	HRS.	GRADE AVG.

### IV. WORK EXPERIENCE

Please provide a complete list and all positions you have held in the past 10 years. List most recent first.

FROM		TO		NO. OF YRS.	Employer and Location	Position/Title	Reason for Leaving
MT.	YR.	MT.	YR.				

\*(Note: The principal/supervisor named above may be contacted for reference.)

Do you have any physical conditions that would limit your capacity in this job? Yes  No

### V. REFERENCES

NAME AND ADDRESS	PHONE NUMBER	ORGANIZATION	RELATIONSHIP

Do you have any physical conditions that would limit your capacity in this job? Yes  No

### Special Skills

List specific skills and any machines or equipment you can operate. Include typing speed and number of years experience.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

Have you ever been convicted of, plead 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)?  Yes  No

If yes, please state where, when, and the nature of the offense: \_\_\_\_\_

(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.)

## VI. GENERAL INFORMATION

Do you have relatives serving on the MISD Board of Trustees or employed in any capacity with the district?  No  Yes If yes, please complete the information below.

NAME OF RELATIVE	POSITION HELD	RELATIONSHIP

I can begin work on this date: \_\_\_\_\_

Will you accept a position subject to assignment?  Yes  No

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## VII. SUPPORT MATERIAL REQUIRED

In order for your application to be complete, the following items must be included:

1. Resume
2. Three references

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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 OR DISMISSAL FROM SUBSEQUENT EMPLOYMENT. Furthermore, it is understood that this application becomes the property of the Meyersville Independent School District which reserves the right to accept or reject it. I authorize the references listed above to give the Meyersville ISD any and all information concerning previous employment and pertinent information, personal or otherwise, and release such parties from liability for any damage that may result from furnishing the same to you. Referenced and other information which becomes a part of this record are to be regarded as confidential and shall not be revealed without your permission.

Type yes if you agree with the above. \_\_\_\_\_ Date: \_\_\_\_\_  
(This serves as your signature.)

This application will remain on file for two years only; it must be renewed if further consideration is desired.

# MEYERSVILLE INDEPENDENT SCHOOL DISTRICT

## Volunteer Criminal History Record Information Addendum

### Confidential

The Meyersville Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code Section §22.083). The information requested below is necessary to obtain criminal history record information.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?

YES     NO

(A criminal record is not an automatic bar to employment. The district will consider the nature, date and relationship between offense and the position for which you are applying. False information supplied on an application is, however, cause for disqualification/dismissal.)

Name	Last	First	Full Middle Name	Maiden
	Social Security Number	Driver's License No.	Type of Driving License (A, B, C, etc.)	Hair Color
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Ethnicity: <input type="checkbox"/> African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Other: _____	Eye Color
Date of Birth	Birthplace	Weight		

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.

I consent to the Meyersville ISD doing a criminal history check.     yes     no    Date: \_\_\_\_\_  
(This serves as your signature.)

**FOR OFFICE USE ONLY**

Criminal Record Check

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

Cleared: \_\_\_\_\_

Initials: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Phone where you can be reached: \_\_\_\_\_

**This form will be removed from the application and filed separately in the personnel office.**

**BOTH PAGES MUST BE COMPLETED**

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal  
(Applicant or EMPLOYEE NAME (Please print))

History (CCH) verification 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; Suchapter 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 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/CrimeRecords/ReviewofPersonalCriminalHistory](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

Meyersville Independent School District  
Agency Name (Please print)

Frances Vaughn, Business Manager  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES ___ NO <u>X</u> _____	initial
Purpose of CCH: _____	
Empl ___ Vol/Contractor ___ _____	initial
Date Printed: _____	initial
Destroyed Date: _____	initial
<b>Retain in your files</b>	

**BOTH PAGES MUST BE COMPLETED**