

**LEVERETT'S CHAPEL INDEPENDENT SCHOOL DISTRICT**  
**PO BOX 669**  
**LAIRD HILL TX 75666**  
**PHONE: (903) 834-6675**  
**FAX: (903) 834-6602**

**JOSHUA JOHNSON**  
**SUPERINTENDENT**

Dear Applicant:

Your interest in a professional career with the Leverett's Chapel Independent School District is greatly appreciated. In order for your application to be considered, the following credentials must be on file in the Personnel Office.

- A complete employment application form (enclosed) including all phone numbers and complete addresses with zip codes. All information on the application form should be accurate and complete. Applications should be typed, if possible.
- A photocopy of an official transcript of all college/university course work indication degree(s) conferred from an accredited college or university.
- A photocopy of the applicant's valid Texas or out-of-state teaching/administrative certificate (or a letter from the college stating that all requirements have been or are being completed should be sent to the Personnel Department).
- A complete Criminal History Form.

An application will not be considered complete and will not be processed until all of the above items are on file in the Personnel Department. The application form should not be returned unless transcript(s), a copy of valid teaching certificate(s), and evidence of successful completion of the TECAT or ExCET accompany it.

The Leverett's Chapel Independent School District is an equal opportunity employer. As the major goal of the Leverett's Chapel Independent School District is to provide the best educational program for all students, the Personnel Department seeks to employ only the most qualified candidates. Factors determining the most qualified candidates are as follows:

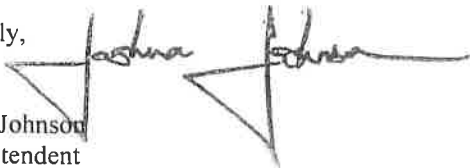
- Bachelor's degree from an accredited college or university for teaching or library positions. Master's degree from an accredited college, supervisory and administrative positions.
- Certification. All professional personnel must hold a valid Texas certificate or be eligible to hold a Texas certificate as determined by the Texas Education Agency.
- Successful completion of the TECAT or ExCET.
- Evaluation of college transcript(s).
- Command of oral and written language skills. Also, a handwritten cover letter should be attached with the application. This letter should include a statement of your reasons for seeking employment in the Leverett's Chapel Independent School District and for choosing teaching as a Profession.
- Professional references. The Personnel Department will solicit recommendations from your references as needed. Professional references listed should include only those persons who have supervised your teaching or your teacher education training.

Once your completed application is received in the Personnel Department each applicant who is deemed a likely candidate for employment will be contacted to schedule a personal interview. Applications will remain active for one (1) year. If you wish to remain in active consideration after this time, you should contact the Personnel Department in writing. The Personnel Department should be informed in writing of any change pertaining to your application (name, address, telephone number(s), certification, graduate degree, etc.). Your Social Security number must accompany all correspondence.

Thank you for your interest in the Leverett's Chapel Independent School District.

Sincerely,

Joshua Johnson  
Superintendent



**APPLICATION FOR PROFESSIONAL PERSONNEL**

**LEVERETT'S CHAPEL INDEPENDENT SCHOOL DISTRICT**  
*An Equal Opportunity Employer\**

Date of application _____				
<b>Personal Data</b>	Name _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle initial</i></span> </div>			
	Mailing address _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span><i>Street/Box</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>ZIP Code</i></span> </div>			
	E-mail address _____			
	Home phone _____ Cell phone _____ Other phone _____			
	Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
<b>Position Data</b>	List the position(s) for which you are applying _____			
	Credentials included with application:			
	<input type="checkbox"/> Résumé			
	<input type="checkbox"/> All teaching and professional certificates or licenses			
	<input type="checkbox"/> All transcripts showing degrees			
Date you can begin work _____				
Have you been employed by <u>Leverett's Chapel</u> ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, provide dates of employment _____				
<b>Education/Training</b>	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <i>(College only)</i>

**APPLICATION FOR PROFESSIONAL PERSONNEL**

<b>Other Work Experience</b>	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.			
	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	
	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		
<b>References</b>	Please list references the district can contact regarding your work history.			
	Full name of reference	School district/ firm name	Mailing address	Area code/ phone number

**Texas Education Agency  
Texas Public School Student/Staff Ethnicity and Race Data Questionnaire**

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

**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).
- 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.

\_\_\_\_\_  
Student/Staff Name (please print)

\_\_\_\_\_  
(Parent/Guardian)/(Staff) Signature

\_\_\_\_\_  
Student/Staff Identification Number

\_\_\_\_\_  
Date

**DPS Computerized Criminal History (CCH) Verification  
Leverett's Chapel Independent School District**

I, \_\_\_\_\_, have been notified that a Computerized  
APPLICANT or EMPLOYEE NAME ( Please Print)  
Criminal 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.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, 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.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with MorphoTrust Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$47.45 to the fingerprinting services company, MorphoTrust Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Leverett's Chapel ISD  
Agency Name (Please Print)

\_\_\_\_\_  
Agency Representative Name ( Please Print)

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

\_\_\_\_\_  
Date

<p><b>Please:</b> <b>Check and Initial each Applicable Space</b></p> <p><b>CCH Report Printed:</b> Yes ___ No ___ _____ <b>initial</b></p> <p><b>Purpose of CCH:</b> _____</p> <p><b>Hire</b> ___ <b>Not Hired</b> _____ <b>initial</b></p> <p><b>Date Printed:</b> _____ <b>initial</b></p> <p><b>Destroyed Date:</b> _____ <b>initial</b></p> <p style="text-align: center;"><b>Retain in your files</b></p>
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**CRIMINAL HISTORY RECORD INFORMATION ADDENDUM**

Confidential\*

The **Leverett's Chapel** Independent School District is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history 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, 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

**Pre-Employment Affidavit for Applicant Offered Employment**

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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**Affidavit of Applicant Offered Employment**

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

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 Texas, on the \_\_\_\_\_ day of \_\_\_\_\_  
County Date Month Year

\_\_\_\_\_  
(Signature of Declarant)

State of Texas

County of \_\_\_\_\_

Before me, \_\_\_\_\_ (insert the name of notary), on this day personally appeared \_\_\_\_\_ (insert name of affiant), known to me to be the person whose name is subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me executed such instrument of writing and acknowledged in my presence that he or she signed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, (year).

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature

*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 pre-employment affidavit.\**

\_\_\_\_\_  
\*This form will be removed from the application and filed separately in the HR office.



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***JOSHUA JOHNSON  
SUPERINTENDENT***

We would appreciate your cooperation in reading and signing the statement below.

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“I have applied for employment with the Leverett’s Chapel Independent School District. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and general character. This permission form may be attached to requests for information and I hereby authorize the party receiving this form to give full and complete information as may be requested by the Leverett’s Chapel Independent School District. I further agree that the information requested will not become a part of my personnel file if I am employed by the District and I agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see this information. I also give permission to the District to duplicate this form with my signature as many times as needed.

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Applicant’s Signature

Return to:  
Leverett’s Chapel I.S.D.  
Po Box 669  
Laird Hill TX. 75666  
Attn: Personnel

**In one handwritten page, please state your philosophy of education and your reason(s) for wanting a position at Leverett's Chapel I.S.D.**