



LOCKNEY INDEPENDENT SCHOOL DISTRICT

P.O. Box 428 • Lockney, Texas 79241

Phone: (806) 652-2104

Do Not Write Here – For Office Use Only

File _____ Interview _____ References _____ Remarks _____

APPLICATION FOR EMPLOYMENT

Date of Application _____

Name _____ Social Security Number _____

Present Address _____ Zip Code _____

Until _____ 20 _____ Phone (_____) _____
Area Code

Permanent Address _____ Zip Code _____

Phone (_____) _____
Area Code

Telephone number where you may be reached other than those listed above:

Area Code _____ Telephone Number _____

Present Position _____ Salary \$ _____

For a position as a teacher of: _____
(indicate elementary grades or secondary)

Subjects in order of preference: 1st Choice _____

2nd Choice _____

3rd Choice _____

Are you presently under contract? _____ If so, can you secure a release? _____

EDUCATIONAL AND PROFESSIONAL TRAINING

NAME AND LOCATION OF SCHOOL (INCLUDING HIGH SCHOOL)	DATES OF ATTENDANCE (YEARS)	DEGREE CONFERRED	DATE
Graduate Work:			

NOTE: READ INFORMATION ON BACK PAGE.

1. In the table below, list total hours in subjects certified to teach. Also show total hours in professional education.
 (Note: Qualification to teach implies 24 hours in a subject field in Junior High and High School.)

UNDERGRADUATE WORK SUBJECT	SEMESTER HOURS	GRADUATE WORK SUBJECT	SEMESTER HOURS

Major Fields	Semester Hours	Minor Fields	Semester Hours
_____	_____	_____	_____
_____	_____	_____	_____

TEACHING EXPERIENCE
 (Do not include student teaching)

NAME AND LOCATION OF SCHOOL	GRADES OR SUBJECTS	YEARS TAUGHT	NO. YEARS	FULL TIME	PART TIME
				(CHECK ONE)	
EXAMPLE: LOCKNEY HIGH SCHOOL LOCKNEY, TEXAS	ENGLISH/ READING	76-77 THRU PRESENT	4	X	

Total Number of Years _____

2. Describe any talent or special skill or ability which may help you in the position you are applying for.

3. Have you completed the application for the certification process through your University/College certification office?

Yes _____ No _____ N/A _____

4. Do you have a certificate valid in Texas? _____ Please circle type of current valid Texas Certificate:
 (1) Three Year Provisional (2) Life Provisional (3) Life Professional (4) Other
 Out-of-State State _____ and Type _____
5. Will you need an emergency or special assignment permit to teach in Texas? _____
6. When could you begin work here? _____
7. Have you included a current transcript? _____
 (Must accompany application)
8. When could you come for a personal interview? _____

9. Applicant must answer the following two questions. If the answer to any of them is yes, a written explanation on a separate sheet of paper should be made.
- a. Have you ever been convicted of a felony or misdemeanor (Other than minor traffic violations) in this or any other state?
 Yes _____ No _____ Driver's License Number _____
- b. Have you ever been discharged from any employment for immorality, conviction of any felony or other crime involving moral turpitude, drunkenness, repeated failure to comply with official directives and established school policy, or repeated and continued neglect of duties?
 Yes _____ No _____

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Are you aware of any reason why you would not be able to perform the duties required of the position for which you are making an application? If yes, please explain.

10. Are your credentials on file at the College Placement Office? _____ College _____

11. REFERENCES: Give at least five references below who are not in your College Placement office file. These references should be from work experiences, lay citizens, and especially superintendents and principals under whom you have taught, who have firsthand knowledge of your character, personality, scholarship and teaching ability. (List Student Teacher Supervisor if you student taught within the last five years.)

NAME	STREET	CITY	STATE	ZIP CODE	AREA CODE AND TELEPHONE NO.	POSITION

12. Have you ever been involuntarily terminated from the employment of another school district?
 Yes _____ No _____

If yes, please give the name of the district, the date and the reasons for the termination. _____

13. The space below is for any statement the applicant cares to make.

AGREEMENT

I hereby certify that all information listed is true, accurate, and complete to the best of my knowledge. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this applicant or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

(Signature of Applicant)

I here by authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

(Signature of Applicant)

14. In the event you are elected to a position you will be notified; otherwise, you will receive no additional communication concerning this application. This application will be kept current until February 1. If you wish to have the application renewed after that date, please notify the Superintendent's office.

15. INFORMATION

Requirements for completion of file after election.

- 1. Contract
- 2. Teacher Service Record
- 3. Official Transcript
- 4. Valid Teacher's Certificate or Emergency Permit
- 5. Criminal record check
- 6. Employment Eligibility verification (Form 1-9)
- 7. Application

LOCKNEY I.S.D.
is an Equal Opportunity
Employer

Return this application to the

Superintendent of Schools
Box 428
Lockney, Texas 79241

CRIMINAL HISTORY INFORMATION REQUEST

Confidential

The Lockney Independent School District is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.*

Please print.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female

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 _____

* The information requested is required to complete a name-based criminal history information check with the Texas Department of Public Safety.

† This form will be removed from the application and filed separately in the HR office.



DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) 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; Subchapter 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 record 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 /Crime Records/Review of Personal Criminal History](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

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ initial

Purpose of CCH: _____

Empl ___ Vol/Contractor ___ initial

Date Printed: _____ initial

Destroyed Date: _____ initial

Retain in your files

Rev. 09/2013

Pre-Employment Affidavit for Applicant Offered Employment

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

I declare under penalty of perjury that the foregoing is true and correct.

(Signature of Declarant)

(Date)

Name (First, Middle, Last)

Address (Street, City, State, Zip Code)

State of Texas

County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained are true and correct.

(Personalized Seal)

Notary Public's Signature