

Huston Academy



680 Peach Orchard Rd.
Stephenville, Texas 76401

Shoreline Academy



1220 Gregory St.
Taft, Texas 78390

Date: _____

Campus applied for: _____ Huston Academy (Stephenville)
_____ Shoreline Academy (Taft)

Position(s) applied for: _____ Teacher Available: _____ Full-time
_____ Paraprofessional (Clerical, Teacher Aide) _____ Part-time
_____ Substitute Teacher _____ Temporary
_____ Surrogate Parent (Shoreline)

PLEASE PRINT

All information is necessary for Fingerprinting purposes!

Form with fields for Last Name, First Name, Middle Name, Address, City, State, Zip, Telephone Number, Social Security Number, Date of Birth, and E-mail address.

FOR BUSINESS OFFICE ONLY

Form with fields for Date Application Received, First Date of Employment, Job Title, Hourly Rate, Annual Salary, Yrs of Service, Signature of Supervisor, and Date.

FINGERPRINTING

Have you been fingerprinted in the Texas Education data base and if so, when?
_____ Yes _____ Year _____ No

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U. S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov.

Employment History

Provide the following for your past and current employments, assignments, or volunteer activities, starting with the most recent. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status.

| | | | |
|---|--|--|---|
| Employer _____ Telephone _____ Address _____ Job Title _____ Reason for leaving _____ May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | <u>Start Date</u> <u>Starting Rate/Salary</u> | <u>End Date</u> <u>Ending Rate/Salary</u> | Summarize the type of work performed and job responsibilities _____ _____ _____ _____ |
| Employer _____ Telephone _____ Address _____ Job Title _____ Reason for leaving _____ May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | <u>Start Date</u> <u>Starting Rate/Salary</u> | <u>End Date</u> <u>Ending Rate/Salary</u> | Summarize the type of work performed and job responsibilities _____ _____ _____ _____ |
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| Employer _____ Telephone _____ Address _____ Job Title _____ Reason for leaving _____ May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No | <u>Start Date</u> <u>Starting Rate/Salary</u> | <u>End Date</u> <u>Ending Rate/Salary</u> | Summarize the type of work performed and job responsibilities _____ _____ _____ _____ |

Skills and Qualifications –Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background – Please provide, at minimum, an unofficial copy of higher education transcript(s)



List schools attended, starting with most recent:

| Name of School | Years Completed | Degree/Diploma | Major/Minor |
|----------------|-----------------|----------------|-------------|
| _____ | _____ | _____ | _____ |

| Name School | Years Completed | Degree/Diploma | Major/Minor |
|-------------|-----------------|----------------|-------------|
| _____ | _____ | _____ | _____ |

| Name of School | Years Completed | Degree/Diploma | Major/Minor |
|----------------|-----------------|----------------|-------------|
| _____ | _____ | _____ | _____ |

Additional Information



List professional, trade, business, or civic associations, and any offices held:

List any special accomplishments or awards, etc.:

List any additional information you would like us to consider:

Special Skills and Qualifications



Licenses/Certificates: _____

Equipment/Machines: _____

Skills/Training: _____

General Questions

- Have you ever filled out an application with this organization? ___ Yes ___ No
- Have you ever been employed with this organization? ___ Yes ___ No
- Do you have a relative employed with this organization? ___ Yes ___ No
- May we contact your present employer? ___ Yes ___ No
- Have you been convicted of a felony within the last seven years?
(Conviction will not necessarily disqualify an applicant for employment) ___ Yes ___ No
- On what date will you be available for work? _____

References

List name and telephone number of 3 references that are not related to you and are not previous employers:

- | | | |
|----------|------------------|-------------|
| 1. _____ | _____ | _____ |
| Name | Telephone Number | Years known |
| 2. _____ | _____ | _____ |
| Name | Telephone Number | Years known |
| 3. _____ | _____ | _____ |
| Name | Telephone Number | Years known |

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable laws, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Huston Academy/Shoreline Academy will contact applicants considered for employment. Non-notification indicates that the applicant will not be offered employment at this time. Applications will be kept on file for a period of two years. After the expiration of this time period, a new application must be completed for further consideration.

Return to: **Huston Academy Administration Office**
680 Peach Orchard Rd.
Stephenville, Texas 76401

Shoreline Academy Administration Office
1220 Gregory/P.O. Box 68
Taft, Texas 78390

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 of 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 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 the relevant facts pertaining to the charge, adjudication, or conviction: _____.

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 _____, _____.
County State Date Month Year

(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 delcagation.*

*This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017.