



ANSON INDEPENDENT SCHOOL DISTRICT

1431 COMMERCIAL • ANSON, TEXAS 79501 • 325.823.3671 • 325.823.4444

EMPLOYMENT APPLICATION SERVICE AND SUPPORT PERSONNEL

*An Equal Opportunity Employer**

Personnel Data	Date of application _____ Social Security Number _____												
	Name _____ Last First Middle												
	Current Address _____ Street/PO Box City State Zip Code												
	Other Address where you may be reached _____ Street/PO Box City State Zip Code												
	Phone: Cell _____ Home _____ Other _____												
	Email _____												
	Other Name that may appear on records _____ (Used only for reference and certification checks)												
Position Data	List the position 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 Anson ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, give dates: _____ Will live in the District? <input type="checkbox"/> Yes <input type="checkbox"/> No Will consider living in District when housing is available: <input type="checkbox"/> Yes <input type="checkbox"/> No												
Education/Training	Check the highest level of education attained: <input type="checkbox"/> Not a high school graduate (circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> High School graduate <input type="checkbox"/> GED <input type="checkbox"/> Less than two years of college <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Other training or education Licenses and certificates held _____ _____ _____												
	<table border="1"><thead><tr><th>Name/location of schools attended</th><th>Course of study and major/minor</th><th>Diploma, degree, certificate or license held</th><th>Year Graduated (college only)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Name/location of schools attended	Course of study and major/minor	Diploma, degree, certificate or license held	Year Graduated (college only)								
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Special Skills	List any specific skills, software proficiency, and any machines or equipment you can operate. Include number of years experience. 1. _____ 2. _____ 3. _____ 4. _____												

**(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.)*

General Information	<p>Do you have a relative who serves on the Anson ISD Board of Education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide the relative's name and relationship _____</p> <p>Have you ever been convicted of or plead guilty or no contest (no contendre) to a felony or 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; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:</p> <p>_____</p> <p>_____</p> <p><i>(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.)</i></p>																			
Work Experience	<p>Please provide a complete list of all positions you have held in the last 10 years. List the most recent job first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach resume if available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Employer and location</th><th style="width: 25%;">Position/Title</th><th style="width: 20%;">Dates Employed</th><th style="width: 20%;">Reason for leaving</th></tr> </thead> <tbody> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td></tr> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td></tr> </tbody> </table>					Employer and location	Position/Title	Dates Employed	Reason for leaving											
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References	<p>Please list references the district can contact regarding your work history. Please include all managers and supervisors who evaluated or supervised your performance at your last two employers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full Name of reference</th><th style="width: 20%;">School district/ Firm name</th><th style="width: 20%;">Mailing address</th><th style="width: 20%;">Position/Title</th><th style="width: 20%;">Phone Number</th></tr> </thead> <tbody> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> <tr> <td style="height: 40px;"></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>					Full Name of reference	School district/ Firm name	Mailing address	Position/Title	Phone Number										
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Verification	<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 authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____ Signature</p> </div> <div style="width: 35%;"> <p>_____ Date</p> </div> </div> <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 a period not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.</p>																			



CRIMINAL HISTORY INFORMATION REQUEST

Confidential

The Anson 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 _____ Phone _____
State and Number

Mailing Address _____
Street City State Zip

Email Address _____

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

* 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.

Anson ISD Pre-Employment Affidavit for Applicant (No Notarization)

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: _____.

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.

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 declaration.**

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

Approved by the Texas Commissioner of Education, May 2020.