



# Tenaha Independent School District

P.O. Box 318

#1 Tiger Drive

Tenaha, Texas 75974

PH: 936-248-5000

FAX: 936-248-3902

## **READ CAREFULLY BEFORE COMPLETING APPLICATION**

### GENERAL

Tenaha ISD provides application forms to anyone who makes a request, regardless of existing vacancies in the areas of interest or the number of applications already on file. Receiving an application does not mean any vacancies exist or that the requestor is being considered for immediate employment.

### APPLICATION FORM

1. All information requested in the application form should be filled out accurately and completely. Please give all names, dates, and addresses in full. Applications will not be considered until they are completed.
2. The form asks for more than one choice of grades and subjects. Ordinarily, the district considers applications in connection with vacancies in the area where the applicant's greatest interest lies and where the greatest ability seems apparent. However, we often assign teachers and other professionals to more than one subject or task, and we must know all your qualifications and certification areas.
3. The district asks for two kinds of references: PROFESSIONAL references are more important and should include only those individuals who have supervised your teaching and training experience. CHARACTER references should include individuals who are not relatives and who are closely acquainted with you for several years.

### PERSONAL INTERVIEWS

The district schedules interviews only in the subject areas where vacancies exist or where we anticipate vacancies will exist in the future. We will call to arrange for a personal interview if there is a vacancy in a position for which you qualified.

### RESULTS OF APPLICATION

We send letters only to those applicants to whom we are offering employment. Applications will be retained on active status for one calendar year.

### APPLICATION RENEWAL

If you wish to keep your application on active status beyond one calendar year, send a letter renewing the application. If you have new or additional information, please request a new application form. If an application is not renewed, it will be destroyed according to the district's records retention schedule.

### EMPLOYMENT OFFERS

1. Only the superintendent has authority to recommend employment to the board of trustees. No binding employment relationship will exist until the board has approved the superintendent's recommendation.
2. Offers of employment are made based solely on the district's determination of an applicant's fitness to meet the district's needs.
3. All employment at Tenaha ISD is subject to assignment and reassignment by the superintendent.

### DEGREES AND CERTICATES

Texas law requires that every person who is paid for teaching must submit a valid Texas Teachers Certificate to the superintendent. Applicants must have at least a bachelor's degree from an accredited college or university or be eligible for a career/technology certificate base on training and work experience.

If you have questions about how to obtain a Texas Teacher Certification, contact the State Board of Educator Certification, 1001 Trinity Street, Austin, Texas 78701 or call (888) 863-5880.

### RETURN COMPLETED APPLICATION TO:

Tenaha ISD  
Attn: Human Resources – Emily LeMoine  
P. O. Box 318  
Tenaha, Texas 75974  
PH: 936-248-5000 ext. 201

*Tenaha ISD is an Equal Opportunity Employer.*

*For Office Use Only*

Received \_\_\_\_\_  
Acknowledged \_\_\_\_\_  
Reviewed \_\_\_\_\_  
Screened \_\_\_\_\_  
Interviewed \_\_\_\_\_  
References \_\_\_\_\_  
Official Transcript \_\_\_\_\_  
Teaching Certificate \_\_\_\_\_  
Hire Date \_\_\_\_\_

**Tenaha  
Independent School District**

P. O. BOX 318  
#1 TIGER DRIVE  
TENAHA, TEXAS 75974  
PH: (936) 248-5000 FAX: (936) 248 3902

APPLICATION FOR PROFESSIONAL POSITION

**This school district and its career and technology education program does not discriminate on the basis of sex, disability, race, color, age, lack of English language skills, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.**

**Este distrito escolar y su programa educacional de carrera y tecnología no discriminan en base a sexo, discapacidad, raza, color, edad, falta de proficiencia de Ingles, u origen nacional en sus programas educativos, actividades, o empleo como lo requiere el Titulo IX, Sección 504, y Titulo VI.**

( ) Miss ( ) Mrs.  
( ) Ms ( ) Mr.

Date of Application: \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle Maiden*

Present Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
*P.O. Box or Number, Street, Apt. #*

\_\_\_\_\_ *City State Zip*

Permanent Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
*P.O. Box or Number, Street, Apt. #*

\_\_\_\_\_ *City State Zip*

Social Security No: \_\_\_\_\_ U.S. Citizen ( ) yes ( ) no Green Card No. \_\_\_\_\_

Position Desired:	Teaching Field/Grade/Administrative	Years/Sem.Hrs Experience
1 <sup>st</sup> Choice	_____	_____
2 <sup>nd</sup> Choice	_____	_____
3 <sup>rd</sup> Choice	_____	_____
Date You Will Be Available: _____		

Are you presently under contract with any school district for the next school year? ( ) Yes ( ) No  
If yes, you must obtain a release from that contract before accepting an offer of employment from Tenaha I. S. D.

Are you a former Tenaha I. S. D. employee? ( ) Yes ( ) No  
If yes, give dates of employment: \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_  
*Name & phone number*

**GENERAL INFORMATION**

- Have you reviewed the job description for the position(s) for which you are applying?  Yes  No
- Are you aware of any reasons you would not be able to perform the duties of the position(s) for which you are applying?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Do you have a relative who is a member of the Tenaha ISD Board of Trustees?  Yes  No
- If yes, please furnish the name and explain the relationship: \_\_\_\_\_

\_\_\_\_\_

The District obtains criminal history information on applicants for employment under the authority of Texas Education Code §22.083. You must provide the information requested on the Background Study form attached to this application; however, that information will be used only for the purpose of obtaining your criminal history record.

**Offenses involving moral turpitude include without limitation theft or attempted theft of any kind, fraud of any kind, sexual offenses of any kind, assaultive offenses, bribery, perjury, drug or alcohol offenses, or any other offense contrary to justice, honesty, modesty, or good morals. The term “conviction” includes a “no contest” plea, a guilty plea, probation, and deferred adjudication.**

Conviction of a felony or a crime of moral turpitude is not an automatic bar to employment. The district will consider the nature and date of the offense and the relationship between the offense and the position(s) for which you are applying.

- Have you ever been convicted of a felony of any kind or of any offense, felony or misdemeanor, involving moral turpitude?  Yes  No

If yes, please explain in full. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Number of days you have missed from work or school during the past three years and explain the reasons: \_\_\_\_\_

\_\_\_\_\_

## EDUCATIONAL AND PROFESSIONAL TRAINING

Please list all educational institutions attended in order of attendance. Information must be complete and accurate. Attach separate sheets if necessary. For each school attended provide the (1) name of institution (2) location (3) dates attended (4) semester hours completed (5) degree or diploma earned (6) major and minor subjects.

High School: \_\_\_\_\_

College/University Undergraduate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College/University Post-Graduate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TEACHING CERTIFICATE INFORMATION

**Please provide an official transcript for all college/university work.**

Certificate Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

State of Issuance \_\_\_\_\_

Teaching Fields and Endorsements on Certificate: \_\_\_\_\_

\_\_\_\_\_

If you are not yet fully certified, when do you expect to be and what requirements do you lack?

\_\_\_\_\_

## STUDENT TEACHING INFORMATION

(Complete this information if you have recently graduated from college/university or completed a teacher-training program or if you have less than five years of teaching experience.)

Dates	Subject/Grade	Name/Address Supervising Teacher	District

## TEACHING/ADMINISTRATIVE EXPERIENCE

Dates	Subject/Grade	School Name/Address	Reason Left

List all experience. Attach a separate sheet if necessary. List administrators (ie. principal, superintendent, supervisor) under References.

How many years of creditable service do you have? \_\_\_\_ If you are employed, you must verify all years of creditable service for salary schedule purposes within 60 days of employment.

## REFERENCES

List names of professional references, such as principals, superintendents, college professors, who can provide information about your teaching or administration and preparation for teaching or administration. List at least one administrator for each employment listed in the previous section. Attach a separate sheet if necessary. By providing these references and signing the application form, you consent to the release of information regarding your employment or scholastic career, your character, and your qualifications for employment in Tenaha ISD, and you release these individuals from any liability for providing that information.

Professional References (at least four):

Name/Position	Address	Telephone Number	Employer

Character References (at least three):

Name	Address	Telephone Number	Relationship

## PERSONAL STATEMENTS

On a separate sheet of paper and in your own handwriting, please provide answers to the following questions under your area of certification. You may also provide any additional information, such as a resume', that you believe will help us become better acquainted with your personal and professional qualifications.

### Elementary Certification:

1. Identify and briefly describe any specific instructional program you have experience with in your teaching career. Explain your philosophy about each program, including its strengths and weaknesses.
2. Briefly explain what instructional skills a competent teacher should demonstrate and why.

### Secondary Certification:

1. What basic skills, attitudes, and knowledge do you expect students to achieve from your classes?
2. Briefly explain what instructional skills a competent teacher in your teaching field should demonstrate and why.

### Administrative Certification:

List and explain what you believe are the three strongest assets you would bring to the position for which you are applying.

## AGREEMENT

I certify that, to the best of my knowledge, the information I have provided in this application is true, accurate, and complete. I understand that **ANY FALSE, INACCURATE, OR MISLEADING INFORMATION IN THIS APPLICATION WILL BE SUFFICIENT TO DISQUALIFY ME FROM EMPLOYMENT OR TO DISMISS ME FROM EMPLOYMENT AFTER HIRING.** I understand that this application is the property of the Tenaha Independent School District, which reserves the right to accept or reject it, and is a record of the district, subject to the Texas Public Information Act.

Date \_\_\_\_\_

Signature \_\_\_\_\_

This application will remain on file for one year and must be renewed if further consideration is desired. All applications are considered for all positions without regard to race, color, religion, national origin, sex, marital or veteran status, or the presence of a non-job-related medical condition or disability.

This application should be fill out and returned to the Superintendent's office of the Tenaha I. S. D. We schedule interviews only when we have a current vacancy or when we anticipate vacancies will exist in the future. We will contact you at the permanent address you provide on this application should we need to schedule an interview.

TENAHA I. S. D.  
ADDENDUM TO APPLICATION

**CONFIDENTIAL**

The Tenaha Independent School District is required by state law to obtain criminal history record information on all applicants for employment with the district. (Texas Education Code § 21.917) The information requested below is necessary to obtain criminal history record information.

Full Name: \_\_\_\_\_  
*(Print) Last First Middle Maiden*

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sex: \_\_ Male \_\_ Female Ethnicity: \_\_ Black \_\_ White \_\_ Other

I understand 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*