

# Quitman Independent School District

1201 E. Goode Street  
Quitman, Texas 75783  
903-763-5000

## Employment Application for Professional Personnel

We consider applicants for all positions without regard to race, color, national origin, age, religious, sex, marital status, veteran or military status, disability, or any other legally protected status.

Date of application \_\_\_\_\_ Date Available \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Other name(s) that may appear on records \_\_\_\_\_  
*(Used for certification, reference, and criminal history record checks)*

Are you legally entitled to work in the United States? Yes  No  U.S. Citizen: Yes  No

Present Address: \_\_\_\_\_ Permanent Address (If Different): \_\_\_\_\_  
Street \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Position Applied For

- |                                                           |                                          |                                                       |
|-----------------------------------------------------------|------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Elementary Pre-K –K              | <input type="checkbox"/> All Level Music | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Grades 1-3                       | <input type="checkbox"/> Bilingual       | <input type="checkbox"/> Administrator/Central Office |
| <input type="checkbox"/> Grades 4-5                       | <input type="checkbox"/> ESL             | <input type="checkbox"/> Principal (Elementary)       |
| <input type="checkbox"/> Special Education (Elementary)   | <input type="checkbox"/> Coach/Teacher   | <input type="checkbox"/> Principal (Secondary)        |
| <input type="checkbox"/> Special Education (Secondary)    | <input type="checkbox"/> Vocational      | <input type="checkbox"/> Asst. Principal (Elementary) |
| <input type="checkbox"/> Secondary (Junior & High School) | <input type="checkbox"/> Counselor       | <input type="checkbox"/> Asst. Principal (Secondary)  |
| <input type="checkbox"/> All Level P.E.                   | <input type="checkbox"/> Other: _____    |                                                       |

### Certification Status

- Texas Provisional     Texas Standard Renewable     Texas Professional  
 Texas 1 year Permit     Texas Professional     Other State     None

### Select Type of Certificate

- Complete Texas Certification     Applied for Texas Certification     Out of State Certification     Alternative Certification  
 Applying for Alternative Certification     Texas Emergency Certificate     Certification exams (Not Completed)

### Preferences (List Preference for Teaching and Subject Positions Desired)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

*An Equal Opportunity Employer*

**List Preferences for Academic/Athletic and/or Extracurricular Activities**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Language Spoken Other than English \_\_\_\_\_

**Teaching Certificate**

Certification Areas Elementary, Secondary, All Level	Certified Teaching Fields	Date Issue	Expiration Date	State Issue

List other teaching fields with 18 semester hours or more \_\_\_\_\_

**Education – Copies of all Transcripts and Teaching Certificates are Required for Application to be Considered**

High School \_\_\_\_\_ Location \_\_\_\_\_

Colleges/Universities/Vocational/ Trade School/Others attended	City, State	Major	Minor	Degree	Date Earned mm/dd/yy

**Honors, Awards**

List any academic and professional awards or honors you received, any extracurricular activities or organizations in which you participated or belonged and any professional, civic, or charitable organizations in which you are a member. You may exclude any activities or organizations that the names of which would reveal the race, religion, or national origin of its participants or members.

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

College \_\_\_\_\_

Community and Professional \_\_\_\_\_

**Student Teaching Experience**

Date \_\_\_\_\_ Name of School \_\_\_\_\_ Address \_\_\_\_\_

Cooperating Teacher \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal \_\_\_\_\_ Grade and/or Subject Taught \_\_\_\_\_

University Supervisor \_\_\_\_\_

**Teaching Experience (List in Chronological Order – Most Recent First)**

From		To		No. of Years		School Name With Address	Name of Supervisor Title/Telephone Number	Grade or Subject Taught	Reason For Leaving
Mo.	Yr.	Mo.	Yr.	F/T	P/T				

Have you ever been discharged from any employment, had a contract of employment non-renewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or non-renewal?  Yes  No

If yes, provide a full description of the circumstances of the discharge, non-renewal or resignation \_\_\_\_\_

**Non Teaching Experience (List in Chronological Order – Most Recent First)**

From Mo. Yr.		To Mo. Yr.		Name/Address/telephone w/Area Code	Supervisor	Position (Brief Description)	Reason For Leaving

**Professional References (Please Print)**

Applicants are required to furnish at least four references. Applicants with teaching experience should include superintendents, principals, and teachers as references. Beginning teacher applicants should include college instructors and public school supervisory teachers. Please do not list relatives.

Quitman Independent School District interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.

Full Name of Reference	Place of Employment/Position	Phone/Fax Number	Address	City, State, Zip

**Miscellaneous Information**

List relatives who are either employed by QISD or members of the QISD Board of Trustees and include the family relationship.

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)?  Yes  No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. QISD conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment.

The District Title IX Coordinator is Chris Mason, 1201 East Goode Street, Quitman Texas 75783 (903) 763-5000

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

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(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 pre-employment affidavit.\**

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

Approved by the Texas Commissioner of Education, October 2017.