

Work Experience

Please provide a list of all other jobs or administrative positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary. Attach a resume if available.

Employer and location	Position/Title	Dates Employed	Reason for leaving

Special Skills

List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

References

Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.

Name	School/District/Firm Name	Mailing Address	Position/Title	Phone Number

General Information

	Yes	No
Do you have a relative who serves on the Marfa ISD Board of Trustees?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been arrested?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had criminal charges filed against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a felony or misdemeanor offense involving moral turpitude?	<input type="checkbox"/>	<input type="checkbox"/>
Have you plead guilty or no contest to any felony or misdemeanor offense involving moral turpitude?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been placed on probation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been placed on deferred adjudication where- by the criminal charges were eventually dismissed?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of these questions is "Yes", please provide a full explanation in the space provided below. If you are uncertain how to answer these questions, please confer with a school administrator for clarification.

(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.)

TEACHER RETIREMENT SYSTEM QUESTIONNAIRE

Are you currently retired from education and receiving TRS Benefits? Yes _____ No _____

Have you contributed to TRS in the past? Yes _____ No _____

Date last contributed: _____ Last location contributed: _____

Are you currently retired from the Employment Retirement System of Texas (ERS), University of Texas (UT), or Texas A&M University? Yes _____ No _____

Statement of Instruction Policy and Agreement

I understand and hereby authorize Marfa ISD (District) to investigate my driving record and my criminal record. I further understand that the District may contact my previous employers and I authorize those employers to disclose to the District all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the District, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I understand that I might be required to provide personal references and hereby authorize the persons named as personal references to provide the District with any pertinent information they may have regarding myself.

I understand that this application will become the property of the District and will remain in the applicant file for two calendar years. This application will be placed on file for consideration when vacancies occur within the two years.

I hereby state that all the information that I provided on this application is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the District at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District.

I agree with all statements and terms outlined in this application and if hired, I agree to abide by the District's rules, regulations, and policies.

Applicant's /Volunteer's Signature

Date

We consider applications for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.

APPLICANT/VOLUNTEER CONSENT FORM INVESTIGATION AND CRIMINAL HISTORY RECORD SEARCH

CRIMINAL HISTORY RECORD

The Marfa Independent School District is required by state law to obtain criminal history record information on applicants/volunteers considered for employment or volunteer services with the district (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

DRIVING RECORD

The district must obtain from the Department of Public Safety a list of convictions for traffic violations and a verification of a valid driver's license before employing a person whose job requirements include driving a motor vehicle used to transport students and/or district property. The district shall obtain the same information from current employees before making such as assignment.

APPLICANT/VOLUNTEER INFORMATION

Please Print

Name _____
Last First Middle Maiden

Driver's License/I.D. No. _____ Date of Birth _____

Social Security No _____ Male _____ Female _____

APPLICANT CONSENT

I understand that in accordance with Texas Education Code §22.083, school districts are required to obtain a criminal history record on all applicants for employment and that the Texas Department of Public Safety shall be contacted to provide the record.

I hereby authorize the Marfa Independent School District to conduct investigations and inquiries into police records, the state prison system, the Department of Public Safety, and/or any other criminal records to determine my acceptability for employment.

I understand that if employed or approved to volunteer for the Marfa Independent School District, I may be discharged from my position if the district obtains information of my conviction for a felony, or any offense involving moral turpitude, that I did not disclose to the district.

I understand that the information I am providing about age and sex will not be used to determine eligibility for employment, but will be used solely for the purpose of obtaining criminal history record information.

Applicant's /Volunteer's Signature

Date

FOR OFFICE USE ONLY: *(Check Only One)*

- | | |
|---|--|
| <input type="checkbox"/> Employment Applicant | <input type="checkbox"/> Substitute Teacher |
| <input type="checkbox"/> Student Teacher | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Maintenance / Transportation / Food Service |

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

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) 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 record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint 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 \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

Marfa Independent School District

Agency Name (Please print)

Griselda Hinojos

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	