

Application for Employment

# HARMONY INDEPENDENT SCHOOL DISTRICT

9788 State Highway 154 West  
Big Sandy, TX 75755

Phone (903) 725-5492  
Fax (903) 725-6737

*An Equal Opportunity Employer*

Position for which you are applying:

<input type="checkbox"/> Administration	<input type="checkbox"/> Librarian	<input type="checkbox"/> Food service
<input type="checkbox"/> Classroom teacher	<input type="checkbox"/> Secretary/clerical	
<input type="checkbox"/> Custodian/maintenance		
<input type="checkbox"/> Counselor	<input type="checkbox"/> Instructional aide	<input type="checkbox"/> Bus driver
<input type="checkbox"/> Nurse	<input type="checkbox"/> Substitute teacher	
<input type="checkbox"/> Other: _____		

## PERSONAL DATA

Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Permanent Address: *(if different from above)*

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## CERTIFICATION

Type of Certificate held now:

☐ None

☐ Valid Texas

☐ Valid other state

☐ Emergency (Texas)

List Area(s) of Specialization: \_\_\_\_\_

## EDUCATION AND TRAINING

Name of School and Location	Course of Study or Major/Minor	Diploma/Degree	Credit/Hours

## EXPERIENCE

Please list previous experience beginning with the most recent job:

School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving

## REFERENCES

[illegible]

## GENERAL INFORMATION

Condition of health for past two years. \_\_\_\_\_

Do you have any uncorrected defect in sight or hearing? \_\_\_\_\_

Do you have any physical defects that may affect your performing normal duties of the position for which you have applied? \_\_\_\_\_

Do you have a relative who is a member of the Harmony ISD Board of Trustees? \_\_\_\_\_

Have you ever been convicted of a felony or offense involving moral turpitude and/or received probation or deferred adjudication? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

(Conviction of a felony 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.)

## PERSONAL STATEMENT

Please make a statement concerning the reasons for desiring a position with the Harmony ISD.

## VERIFICATION

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.

I hereby authorize Harmony Independent School District to conduct a background investigation and in connection therewith authorize release of information to Harmony Independent School District of criminal (TEC 22.083), personnel, motor vehicle, and civil information relevant to my application for employment. This investigation may include information such as criminal convictions, driving records, civil proceedings in which applicant was a party, previous employers and educational institutions, personal references, professional references and other appropriate sources whether identified by applicant as sources or not. I hereby waive any rights I may have to an account of such disclosure to Harmony Independent School District. I also release Harmony Independent School District, its employees both individually and collectively, and all reference source from any liability for damages which may at any time result to me, my heirs, family, or associates because of compliance with this authorization, and request for information.

The 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 of time not to exceed one year. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Addendum to Application

Note: Your application for employment will not be processed until this addendum is fully complete and returned.

The Harmony Independent School District is required by state law to obtain criminal history record information on applicants being considered for employment with the district (Texas Education Code 21.917).

I understand the information set forth will be used by the district solely for the purpose of obtaining criminal history record information and will not be used in any manner related to determining eligibility for employment with the district.

Last Name	First Name	Middle Name	Maiden Name
Other Names:			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth:			
Current Residence:			
City	County	State	
Social Security Number:			
Ethnicity: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White			
Driver's License or ID Number:		Issuing State:	
The information provided above is true and correct:			
_____		_____	
Signature		Date	

This form will be filed separately from the application in the Personnel Office.

## 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.