



CHEROKEE INDEPENDENT SCHOOL DISTRICT APPLICATION FOR PROFESSIONAL EMPLOYMENT

PRINT IN BLACK INK OR TYPE. Please fill out application form completely. If questions are not applicable, enter "NA". Be sure to sign when completed. The Cherokee ISD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must have an original signature**. This application becomes public record and is subject to disclosure.

NAME _____ Social Security No. _____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____
(Street) (City) (State) (Zip)

AC (_____) AC (_____) Email _____
(Daytime Phone) (Other)

List any other names used if different from name given on this application. _____

Teacher Elementary ☐ Teacher Secondary ☐ Paraprofessional ☐ Substitute ☐ Custodial ☐ Lunchroom ☐

Bus Driver ☐ Other ☐ _____ Date available for work _____

FIELDS CERTIFIED TO TEACH _____

Driver's License (if required for this position) _____ Class A ☐ Class B ☐ Class C ☐ Class M ☐
(State) (Number)

Are you at least 17 years of age? Yes ☐ No ☐ Class A Commercial ☐ Class B Commercial ☐
Class C Commercial ☐ Class M Commercial ☐

Have you ever been convicted of a felony? Yes ☐ No ☐ If your answer is "Yes," explain in concise detail on a separate sheet of paper, giving the dates and nature of the offense, the name and location of the court, and the disposition of the case. A conviction may not disqualify you, but a false statement will. 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.

Have you ever been recommended for non-renewal or termination or resigned pending non-renewal or termination? Yes ☐ No ☐

If "Yes", give the name of the district, the date and the reason: _____

Have you ever been convicted of or plead guilty or no contest (nolo contendere) to a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? Yes ☐ No ☐

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: _____

Please return to:
CHEROKEE ISD
PO Box 100
Cherokee, Texas 76832
(325) 622-4298

EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications and registrations.)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes ☐ No ☐

Type of School	Name and Location of School	Dates Attended				Sem./Clock Hours Completed	Graduated		Expected Graduation Date	Type of Diploma or Degree	Major/Minor Field of Study
		From		To			Yes	No			
		Mo	Yr.	Mo	Yr.						
Undergraduate Colleges or Universities											
Graduate Schools											
Technical, Vocational, or Business Schools											

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., RN., Attorney, C.P.A., etc.)	Date Issued	Issued by (State or other authority)	License No.	Location of Issuing Authority (city & state)

Special Skills/Qualifications: List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc. _____

Approximate Words Per Minute in Typing _____ (if required for this position)

Sign Language (if required for this position) Yes ☐ No ☐ Are you a certified interpreter? Yes ☐ No ☐

Do you speak a language other than English? (If required for this position) Yes ☐ No ☐

If yes, what language(s) do you speak? _____ How fluently? Fair ☐ Good ☐ Excellent ☐

Do you have a relative who is either a member of the Cherokee ISD Board of Education or who is employed in any capacity in the Cherokee

ISD? Yes ☐ No ☐ If yes, list the names, relationships and position held.

Name of Relative	Relationship	Position Held

Complete the following personal reference information list:

Name	Relationship	Telephone Number	Mailing Address

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for desiring a position with the Cherokee Independent School District.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- 1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
- 2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- 3. I understand that some state agencies will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with applicable statutes.
- 4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE SIGNED

SIGN
HERE: _____

Signature-Applicant

Date

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experiences should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first position.
2. Employment history should include **each position** held, even those with the same employer.
3. Give a brief summary of the technical and, if appropriate, the managerial responsibilities of each position you have held.
4. For supervisory/managerial positions, indicate the number of employees you supervised.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name _____
Last Name
First Name
Middle Name
Social Security No.

Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: AC ()							Immediate Supervisor Name _____ Title _____ Supervisor's Telephone No. AC ()			Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average number of hours worked per week if part-time ____	
Starting Date		Leaving Date		Current/Final Salary							
M o.	Da y	Yr.	M o.								Da y

Summary of experience:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: AC ()							Immediate Supervisor Name _____ Title _____ Supervisor's Telephone No. AC ()			Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average number of hours worked per week if part-time ____	
Starting Date		Leaving Date		Final Salary							
M o.	Da y	Yr.	M o.								Da y

Summary of experience:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: AC ()							Immediate Supervisor Name _____ Title _____ Supervisor's Telephone No. AC ()			Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average number of hours worked per week if part-time _____
Starting Date			Leaving Date			Final Salary				
M o.	Da y	Yr.	M o.	Da y	Yr.					

Summary of experience:

Specific reason for leaving:

Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: AC ()							Immediate Supervisor Name _____ Title _____ Supervisor's Telephone No. AC ()			Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average number of hours worked per week if part-time _____
Starting Date			Leaving Date			Final Salary				
M o.	Da y	Yr.	M o.	Da y	Yr.					

Summary of experience:

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Position Title: Employer: Mailing Address: City and State/Zip: Employer's Telephone No: AC ()							Immediate Supervisor Name _____ Title _____ Supervisor's Telephone No. AC ()			Full- Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average number of hours worked per week if part-time _____
Starting Date			Leaving Date			Final Salary				
M o.	Da y	Yr.	M o.	Da y	Yr.					

Summary of experience:

Specific reason for leaving:

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:

_____.

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 _____, 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, October 2017.

**CHEROKEE INDEPENDENT SCHOOL DISTRICT
FINGERPRINT INFORMATION FOR EMPLOYMENT**

PRINT IN BLUE OR BLACK INK: Please fill out the criminal history report completely. Be sure to sign when completed. The Cherokee ISD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Confidential

The Cherokee 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.

You must also print out and complete the DPS Computerized Criminal History form that is found on the website in the same section as this application.

Please print.

Name _____

Last *First* *Middle*

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____

Street *City* *State* *Zip*

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 _____

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