

Employment Application for Service and Support Personnel

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

Personal Data	Date of application _____ Social Security Number _____			
	Name _____			
	Last	First	Middle Initial	
	Current Address _____			
	Street/Box	City	State	Zip Code
	Other address where you may be reached _____			
Work phone _____		Home phone _____		
Other name that may appear on records _____ (to be used for reference checks)				

Position Data	List the positions for which you are applying _____			
	Type of employment:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Summer only
	Date you can begin work _____			
	Have you ever been employed by this school district?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
	If yes, give dates of employment: _____			

Education/Training	Check highest educational level attained:											
	<input type="checkbox"/> Not high school graduate (Circle last grade completed.)											
	1	2	3	4	5	6	7	8	9	10	11	12
	<input type="checkbox"/> High school graduate				<input type="checkbox"/> GED				<input type="checkbox"/> Less than two years college			
	<input type="checkbox"/> Two or more years college				<input type="checkbox"/> Bachelor's degree							
	<input type="checkbox"/> Master's degree				<input type="checkbox"/> Other training or education _____							
	Licenses/certifications held _____											

	Schools attended: List all applicable information.											
	Names and locations of schools attended	Course of study: major/minor fields	Diploma, degree, certificate, or license held	Year graduated (college only)								

Work Experience	<p>Please provide a complete listing of all jobs or positions you have held in the past ten years. List most recent first. Attach additional sheets if necessary. Attach resume, if available. (Bus driver applicants, see <u>Addendum</u>).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Employer and Location</th> <th style="width: 25%;">Position/Title</th> <th style="width: 25%;">Dates Employed</th> <th style="width: 25%;">Reason for Leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Employer and Location	Position/Title	Dates Employed	Reason for Leaving																								
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Work Experience	<p>List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. _____</td> <td style="width: 50%;">4. _____</td> </tr> <tr> <td>2. _____</td> <td>5. _____</td> </tr> <tr> <td>3. _____</td> <td>6. _____</td> </tr> </table>	1. _____	4. _____	2. _____	5. _____	3. _____	6. _____																						
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General Information	<p>Do you have a relative who is a member of the Jacksonville ISD Board of Trustees? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the name of the relative and the relationship:</p> <p>_____</p> <p>_____</p> <p>Have you ever been convicted of or plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(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.)</p>																												

References	Please list references the District may contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.				
	Full Name of Reference	School District/ Firm Name	Mailing Address	Position/ Title	Area code/ Phone No.
Personal Statement	Please make a statement in your own handwriting concerning your reasons for desiring a position with the Jacksonville ISD. (Please use additional sheets of paper if necessary.)				
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 authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing same to you.				
	I understand that the District is authorized by Texas Education Code 22.083(b) to obtain criminal history record information on persons the District intends to employ.				
_____ Signature of Applicant			_____ Date		
This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for 24 months. If you have not received a response during this time period, you may reapply or reactivate your application.					