



Hughes Springs

INDEPENDENT SCHOOL DISTRICT

Application for Employment

Date: _____ Position You Are Applying For: _____

Name (First, Last, Middle): _____

Maiden Name: _____ Social Security Number: _____

Address: _____

Mailing Address (if different): _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Are you related to any HSISD School Board Member? Yes No

Are you a TRS Retiree? Yes No Date of Retirement: _____

Have you ever been convicted of a felony or misdemeanor in any state: Yes No

If yes, please explain: _____

Education – Please list school, graduation date & major if applicable.

High School - _____

Associates Degree - _____

Bachelors Degree - _____

Masters Degree - _____

Teaching Applicants Only

Do you possess a Teaching Certification? Yes No

Which state issued the certification? Texas Other: _____

What name is the teaching certification under? _____

What fields are you certified in? _____

Are you currently enrolled in an Alternative Certification Program? Yes No N/A

If yes, what ACP are you enrolled in? _____

Has your teaching contract ever been non-renewed or terminated by another school district? Yes No

If yes, please explain. _____

Has your teacher certification ever been revoked or sanctioned? Yes No

If yes, please explain. _____

Commercial Driver's License

Do you currently hold a Texas CDL? Yes No

Do you currently hold a current Texas Bus Certification? Yes No

If no, would you be interested in or willing to obtain a CDL to drive a bus? Yes No

Current Employment

Present Employer: _____

Position: _____ Employment Dates: _____

Supervisor: _____ Supervisor's Phone Number: _____

May we contact your current employer? Yes No

Employment History – Please list your last three employers.

Employer: _____

Position: _____ **Employment Dates:** _____

Supervisor: _____ **Supervisor's Phone Number:** _____

Employer: _____

Position: _____ **Employment Dates:** _____

Supervisor: _____ **Supervisor's Phone Number:** _____

Employer: _____

Position: _____ **Employment Dates:** _____

Supervisor: _____ **Supervisor's Phone Number:** _____

Professional References – please list three people who would have knowledge of your character, personality and work attributes/ethics.

Name: _____ **Phone Number:** _____

In what capacity did you work with this person? _____

How long did you work with them? _____

Name: _____ **Phone Number:** _____

In what capacity did you work with this person? _____

How long did you work with them? _____

Name: _____ **Phone Number:** _____

In what capacity did you work with this person? _____

How long did you work with them? _____

Why do you want to work at Hughes Springs ISD?

Applicants may attach a resume or additional information relative to the position for which the application is submitted.

The school will require applicants with degrees to provide official college transcripts showing the degree(s) conferred. Salary information cannot be finalized until original service records are received from previous employers.

POLICY STATEMENT REGARDING EMPLOYMENT

The Hughes Springs Independent School District shall not discriminate on the basis of sex, race, religion, national origin, age or handicapping conditions in its educational programs, support activities, or employment practices.

I, the undersigned, state that all information given on this application form and attachments is true and correct to the best of my knowledge, and I authorize the Hughes Springs Independent School District to contact any individuals/institutions listed herein unless designated in writing otherwise. I hereby give permission for HSISD personnel to review my records that are on file with the State Board of Education, including, but not limited to examinations and fingerprinting records.

I understand that if employed I will be expected to comply with reasonable requirements of my position regarding in-service training, curriculum instructional program development, and school related studies, evaluation, etc. I further understand my responsibilities for complying with all requirements of Hughes Springs Independent School District relative to personnel records, professional improvements, etc. In addition, I understand my employment is subject to assignment by the Superintendent of Schools.

I also understand that any misstatements or omissions of material facts in the application may be cause for dismissal if employed on the basis of information provided.

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3805.

HB 1130, 77th Legislature, 5/01

DATE

SIGNATURE OF APPLICANT

If there is no contact information provided in the VACANCY NOTICE advising of a position available, this completed application form should be taken or mailed to Superintendent of Schools, Hughes Springs ISD, 871 Taylor Street, Hughes Springs, Texas 75656. Otherwise, follow the contact information in the Vacancy Notice. Applications are discarded after two years.

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT

(ADDENDUM TO APPLICATION)

(CONFIDENTIAL INFORMATION)

The Hughes Springs Independent School District is required by state law to obtain criminal history records information on applications being considered for employment or for volunteers with the District. (TEXAS EDUCATION CODE 22.083). The information requested below is necessary to obtain criminal history record information.

FULL NAME: *(please print clearly)*

LAST NAME **FIRST NAME** **MIDDLE NAME** **MAIDEN NAME**

OTHER NAMES YOU HAVE USED: _____
(Previous Marriages, Etc...)

SOC. SEC. NUM: _____ **DATE OF BIRTH:** _____

DRIVER'S LICENSE NUM: _____ **STATE OF ISSUE:** _____

Document presenting: Driver's License issued by US State _____ Driver's License PERMIT _____ Driver's License Paper _____
Passport _____ Permanent Resident Card _____ CDL PERMIT issued by US State _____ Other _____

Does name on Document match name listed above? Yes or No If not, what name is it? _____

Have you ever been convicted of a crime? Yes or No **SEX:** Male _____ Female _____

ETHNICITY: Asian _____ Black _____ Native American _____ Caucasian/Latino _____ Hispanic _____ Unknown _____

POSITION OF EMPLOYMENT APPLIED FOR or VOLUNTEER: _____

I understand 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. This form will be removed from the application and filed separately in the personnel office.
I understand that the Superintendent is required to notify SBEC/TEA of information indicating an applicant or holder of a certificate issued by SBEC has a criminal history report.

SIGNATURE OF APPLICANT **DATE**

MAILING ADDRESS **CITY** **STATE & ZIP** **COUNTRY**

PHYSICAL ADDRESS **CITY** **STATE & ZIP** **COUNTRY**

PHONE NUMBER **EMAIL ADDRESS**

IF EMPLOYMENT IS OFFERED, THE FOLLOWING INFORMATION WILL BE NEEDED FOR FINGERPRINTING:

HAIR COLOR: _____ **EYE COLOR:** _____ **HEIGHT:** _____ **WEIGHT:** _____ **COUNTRY OF CITIZENSHIP:** _____

CITY OF BIRTH: _____ **STATE/PROVINCE OF BIRTH:** _____ **COUNTRY OF BIRTH:** _____

Updated 8/2022

Do Not Copy this Form Back-to-Back – it is to Remain a Single Copy

**DPS Computerized Criminal History (CCH) Verification
(AGENCY COPY)**

I, _____, HAVE BEEN NOTIFIED THAT A COMPUTERIZED
APPLICANT or EMPLOYEE NAME (Please Print Clearly)
CRIMINAL HISTORY (CCH) VERIFICATION CHECK WILL BE PERFORMED BY ACCESSING THE Texas
Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore, the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of approximately \$50.00 to the fingerprinting services company, Indemia.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history records may be discussed with me.

Signature of Applicant or Employee

Date ____/____/____

HUGHES SPRINGS ISD

Agency Name

Mary Trevino

Agency Representative

Signature of Agency Representative

Date ____/____/____

Agency Rep Check & Initial Each Applicable Space:

CCH Report Printed:

YES ____ NO ____ Initial

Purpose of CCH: _____

Hired ____ Not Hired ____ Initial

Dated Printed: ____/____/____ Initial

Date Destroyed: ____/____/____ Initial

Representative - Retain in your files

Updated 8/2022

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**HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT
Pre-Employment Affidavit for Applicant Offered Employment**

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 complain, 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:

Affidavit of Applicant Offered Employment

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit.

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

Signed in _____ County, State of _____, on the _____ day of _____, _____
County Day Month Year

Wait to sign in front of Notary

(Signature of Declarant) (Notaries are available at HSISD Central Office)

State of Texas
County of Cass

Before me, _____(Notary), on this day personally appeared _____,
known to me or proved to me on the oath of _____ or through drivers license to be the person whose name
is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and
consideration therein expressed. Given under my hand and seal of office this _____ day of _____, _____.

(Personalized Seal) _____
Notary Public's Signature

"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."

*This form will be processed separately and not shared with the hiring manager.