

Gilmer Independent School District

500 So. Trinity

Gilmer, Texas 75644

Phone: (903) 841-7400

FAX: (903) 843-5279

Employment Application for Professional Personnel

POSITION (S) FOR WHICH YOU ARE APPLYING: _____

DATE OF APPLICATION: _____

*Note: Your application for employment will **not** be considered unless all requested information and documentation is provided.*

Name _____
Last First Middle Initial Maiden Name

Address _____
Street/Box City State Zip Code

Other address where you may be reached _____

Work Phone No. _____ Home Phone No. _____ **CELL:** _____

Email address _____

Name used on records if different from present name _____

Date available for work _____

Former Gilmer I.S.D. Employee: yes _____ no _____

If yes, give dates of employment _____

Do you have a relative who is a member of the Gilmer ISD Board of Education? yes no

If yes, please give the name of relative and relationship: _____

Do you have other relatives employed by Gilmer ISD? yes no

If YES, list name(s): _____

PERSONAL DATA



GILMER
INDEPENDENT
SCHOOL DISTRICT

Schools Attended: <i>List all applicable information:</i>				
EDUCATION/TRAINING	Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

CERTIFICATION	<p>Credentials must be included with application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All teaching and professional certificates (<i>front and back, if appropriate</i>) <input type="checkbox"/> All transcripts showing degrees <input type="checkbox"/> Other: _____ <ul style="list-style-type: none"> • Type of certificate held now <ul style="list-style-type: none"> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid other state _____ <input type="checkbox"/> Passed all EXCET, waiting on certificate • Certified teaching fields <ul style="list-style-type: none"> _____ _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Texas one-year certificate <input type="checkbox"/> Temporary certificate. Please explain: _____ <ul style="list-style-type: none"> • Elementary areas of specialization <ul style="list-style-type: none"> _____ _____
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TEACHING EXPERIENCE	List teaching experience beginning with most recent years.			
	Name of School and Location	Type of Assignment	Dates Taught	Reason for Leaving
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total creditable years _____ <i>(Full-time teaching in college, public school, or in an accredited private school is creditable.)</i>				

REFERENCES	Please list below references who may be contacted regarding your work history.			
	<u>Full name of Reference and Position/Title</u>	<u>School District or Firm Name</u>	<u>Mailing Address</u>	<u>Area Code/ Phone Number</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

List each job held, starting with the present or last job. Include military service assignments. If you need additional space, please continue on a separate sheet of paper.

	Dates From	To	Total Years Experience
Employer			
Address		Telephone() _____	
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address		Telephone() _____	
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address		Telephone() _____	
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address		Telephone() _____	
Job Title/Work Performed			
Supervisor			
Reason for Leaving			

FOR TEACHING POSITIONS -

Please describe the learning atmosphere you hope to promote for our students.

- All Texas school districts are authorized to obtain any criminal history information relating to an applicant for employment, by H.B. 1498 (TEC21.917). Have you ever been convicted of 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:: _____

(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.)

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. (This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]).

AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Gilmer Independent School District.

In compliance with the Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

Signature of Applicant

Date

DISTRICT FINGERPRINTING PROCEDURES

Effective January 1, 2008, applicants offered employment must be fingerprinted as required by law under Senate Bill 9.

➔ Procedures for the fingerprinting process will be:

1. Complete ALL information on this form.
2. Submit the form to Superintendent's Office for upload to the State Board for Educator Certification (SBEC).
3. A FAST Fingerprint Pass authorization form will be sent to the district. The applicant will be notified to pick up the FAST Pass.
4. The applicant will schedule an appointment to be fingerprinted either online at www.iisfingerprint.com or by phone at 1-888-467-2080.
- 5. Payment must be made at the time of fingerprinting with a check or money order.**
6. Applicants must take their FAST Pass form and photo identification (driver's license, state issued identification card, etc.) to their scheduled appointment. It is recommended that the applicant keep possession of their FAST Pass until they are sure their prints have cleared and approved by the Texas Education Agency.
7. After completing the fingerprinting process, bring the **ORIGINAL receipts and verification of fingerprinting** to the Superintendent's Office.
8. Reimbursement:
 - For non-certified applicants: Gilmer ISD will reimburse the fingerprinting fees (\$50.20) after 30 days of employment upon receipt of proper documentation. (ORIGINAL receipt for payment and verification of fingerprinting.)
 - Substitutes: Gilmer ISD will reimburse the fingerprinting fee (\$50.20) after a substitute has worked for three full days, six half-days, or a combination totaling three full days.
 - The maximum reimbursement to any employee or substitute will be the cost of the fingerprinting fee of \$50.20.

Information required to be submitted to the State Board of Educator Certification (SBEC):

PLEASE PRINT

Last Name: _____

First Name: _____ Middle Name: _____

SSN: _____ Date of Birth: _____

DL State: _____ DL Number: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

For notification purposes of the FAST Pass:

Home Phone: _____ Cell Phone: _____

➔ The Texas Education Agency will review these records and determine non-employability under the guidelines stated in Senate Bill 9. However, the district may withdraw an employment offer at any time if there is activity on an applicant's criminal history; the district does not have to wait until TEA renders a decision before withdrawing the offer of employment.
