

Brazos School for Inquiry & Creativity

EMPLOYMENT APPLICATION SERVICE AND SUPPORT PERSONNEL *An Equal Opportunity Employer*

Date of Application _____ Social Security No. _____

Name _____
Last First Middle Initial

Current Address _____
Street/Box City State Zip Code

Phone No. _____ E-mail address _____

Other Address, phone, or e-mail address where you may be reached _____

Name used on records if different from present name _____
(to be used for reference checks)

POSITION DESIRED You may check more than one area.

FULL TIME PART TIME

Paraprofessional

- Administrative Assistant
- Assistant Secretary
- Custodial
- Instructional Assistant/Aide
- Food Service

Substitute/Tutors

- Substitute
- Tutor
- Other:

Present Position _____ Date available for employment _____

Former Brazos School employee: Yes _____ No _____, if Yes give dates of service: _____

EDUCATION AND TRAINING

Check highest level attained:

- Not high school graduate—last grade completed (mark) 1 2 3 4 5 6 7 8 9 10 11 12
- High School Graduate
- GED
- Less than two years in college
- Two or more years of college (please attach college transcript)
- Bachelor's degree
- Master's degree
- Other training or education _____

Licenses / certifications held _____

High School	Location

College/University	Location	Degree Type	Major	Minor

Work Experience: Start with your present or last job and work back.

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		FROM:	TO:
Name of Employer	Address	Supervisor	Phone Number
Job Title and work performed:			

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		FROM:	TO:
Name of Employer	Address	Supervisor	Phone Number
Job Title and work performed:			

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		FROM:	TO:
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Job Title and work performed:			

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		FROM:	TO:
Name of Employer	Address	Supervisor	Phone Number
Job Title and work performed:			

May we contact your present employer now without jeopardizing your position? _____

OTHER SKILLS

<input type="checkbox"/> Accounts Payable years:	<input type="checkbox"/> Office Clerk years:	<input type="checkbox"/> Payroll years:
<input type="checkbox"/> Bookkeeping years:	<input type="checkbox"/> Secretary years:	<input type="checkbox"/> Data Entry years:
<input type="checkbox"/> Day Care years:	<input type="checkbox"/> Experience w/students years:	<input type="checkbox"/> Typing years:
<input type="checkbox"/> MS Word years:	<input type="checkbox"/> Copy Machine years:	<input type="checkbox"/> Computer years:
<input type="checkbox"/> Custodial years:	<input type="checkbox"/> Carpenter years:	<input type="checkbox"/> Roofer years:
<input type="checkbox"/> Painter years:	<input type="checkbox"/> Electrician years:	<input type="checkbox"/> Groundskeeper years:
<input type="checkbox"/> Air condition repair years:	<input type="checkbox"/> Mechanic years:	<input type="checkbox"/> Bus Driver years:
<input type="checkbox"/> Food Handling years:		

GENERAL INFORMATION

Are you a former Brazos School employee? Yes No give dates of service _____

Name used (If different than on application): _____

Do you have a relative who is a member of the **Brazos School** Board of Education? Yes No
If yes, please give name of relative and relationship: _____

Do you have a relative (immediate or by marriage) that is a member of The Brazos School staff?
 Yes No

Have you been dismissed/terminated from employment? Yes No
If yes, please explain: _____

Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying?
Yes No If yes, please explain: _____

Conviction of a crime, deferred adjudication, or imposition of probation is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of, plead guilty or plead no contest to a felony or misdemeanor other than a minor traffic violation? Yes No
If yes, please explain: _____

Have you ever been convicted of, plead guilty or no contest 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, and indecency with a minor)? Yes No If yes, please state where, when, and nature of offense

Please make a statement in your own handwriting concerning your reasons for desiring a position with the Brazos School

Applicant's Statement

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 parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is required by Texas Education Code S21.917 to obtain criminal history record information on applicants for employment.

This 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.

Signed: _____ Date _____

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 or handicap that is not job related, or any other legally protected status as required by Title IX, Section 504 and Title VI.

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK

Confidential

Last Name First Name Middle Initial

Maiden and/ or Other Names Used

City County State

Date of Birth Social Security Number Drivers License Number

Sex: Male Female Race: _____

Conviction of a crime, deferred adjudication, or imposition of probation is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Have you ever been convicted of, plead guilty or plead no contest to a felony or misdemeanor before a court of any federal, state, or municipal criminal offense other than a minor traffic violation? Yes No

If yes, please explain: _____

 Yes No Have you ever been convicted of a felony or any offense involving moral turpitude? If YES, please provide an explanation: _____

Yes No Have you received probation or community supervision for any federal, state, or municipal criminal offense? If YES, please provide an explanation: _____

Yes No Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If YES, please provide an explanation: _____

Yes No As of the date of this authorization, do you have any pending criminal charges against you? If YES, please provide an explanation: _____

Under the penalty of perjury, I affirm that the above information is true and correct and I have not knowingly omitted any information requested above. The above data, i.e., race, sex, and birth date, will not be used for employment purposes, but is requested for identification purposes for the criminal history records check. A report showing a record of conviction will not automatically eliminate you from employment consideration or offer of contract, but it may do so. The nature and date of the offense and the relationship to the position for which you are applying will be considered. The district has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the district. The district has informed me that under the Fair Credit Reporting Act, I have certain rights concerning my review of the information reported. I will be provided the name, address, and telephone number of the reporting agency as well as the nature and substance of all information and the source.

Signed this _____ day of _____, 20 _____

APPLICANT (Print Name) _____

APPLICANT SIGNATURE _____