

APPLICATION FOR EMPLOYMENT

Bishop CISD
719 East Sixth Street
Bishop, TX 78343
(361)584-3591

POSITION(S) DESIRED:	
Paraprofessionals	Transportation / Maintenance
<p>_____ Clerical, Secretarial</p> <p>_____ Teacher Aide *</p> <p>* needs 48 college credit hours; transcript must be submitted with application</p>	<p>_____ Bus Driver</p> <p>_____ Custodian</p> <p>_____ Maintenance</p>

(Please Print)

Last Name	First Name	Middle Name
Address	City	State Zip
Telephone	Social Security Number	

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Equal Opportunity Employer

FOR PERSONNEL DEPARTMENT USE ONLY

Date Application Received: _____

First Date of Employment: _____

Job Title: _____

Hourly/Daily Rate: _____ Pay Grade: _____ Step: _____

By: _____

Signature of Supervisor

Education

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

References

Give name, address and telephone number of three (3) references who are not related to you and are not previous employers.

1.

2.

3.

General Questions

Yes No

Have you ever filed an application with Bishop C. I. S. D.? _____

Have you ever been employed with Bishop C.I.S.D? _____

Do you have a relative that is employed by Bishop C.I.S.D? _____

May we contact your present employer? _____

On what date would you be available for work? _____

Are you available for work? _____ Full-time _____ Part-time _____ Temporary

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any 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: _____

(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.)

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor	Reason for Leaving		
2.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor	Reason for Leaving		
3.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor	Reason for Leaving		
4.	Employer	Dates Employed		Work Performed
	Address	From	To	
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Supervisor	Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Licenses/Certificates:

Office Machines

Keyboarding Speed:

Equipment/Machines

Skills/Training:

Bishop Consolidated Independent School District

719 East Sixth Street

Bishop, Texas 78343

361/584-3591

CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

CONFIDENTIAL

The Bishop Consolidated Independent School District is authorized by Texas Education Code 22.083 to obtain criminal history record information on persons and volunteers that may be working in the District.

The information requested below is necessary to obtain criminal history record information.

Last Name _____		First Name _____		M.I. _____	
Social Security Number _____			Date of Birth _____		
Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female			
Ethnicity:	<input type="checkbox"/> Black	<input type="checkbox"/> White			
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other			

I understand the information that 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

EXHIBIT C

Bishop CISD

Addendum for School Bus Driver Applicants Only

Each person who applies to be a bus driver must provide the following information at the time of application. Note: Bus drivers must pass a physical examination and a drug screening test

An Equal Opportunity Employer

Personal Data	Applicants name _____			
	Home phone _____		Hours available for work _____	
	Drivers license number _____		Type _____ School Bus Certification <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever had a license suspended, revoked, or cancelled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain on the back of this page.			
	Are any criminal charges or proceedings pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain on the back of this page.			
	Have you ever been convicted of or plead guilty or no contest (nolo contendere) to any serious traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state where, when, and the nature of the offense on the back of this page; also indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication.			
	In the past two years, have you failed an alcohol or drug test given by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain on the back of this page.			
Work Experience	Provide your specific work history information for the past 10 (ten) years on all jobs for which you were a driver of a commercial motor vehicle. List most recent experience first. Use the back of this page if necessary.			
	Employer name address and phone number	Kind of work	Dates of Employment	Reason for leaving
Verification	I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and I understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.			
	I understand that the District is required by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to the date of this application.			
	Furthermore, I authorize this information provided above to be used; previous employers may be contacted for investigation purposes; and all parties are released from any liability for any damage that may result from furnishing information to you.			
	_____		_____	
	Signature of Applicant		Date	

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

Applicants considered for employment will be contacted by the school district. Non-notification indicated that the applicant will not be offered employment at this time. Applications will be kept on file for a period of one year. After the expiration of this time period, a new application must be completed for further consideration.

**RETURN TO: Office of the Superintendent
Bishop C.I.S.D.
719 East Sixth Street
Bishop, TX 78343**

Notes: