

Bishop Consolidated Independent School District

719 East Sixth St.
Bishop, Texas 78343
361/584-3591

PROFESSIONAL

Application for Employment
For _____
(position)

Areas of Certification:

1. _____
2. _____
3. _____

Name: _____

Address: _____

City, State: _____

Email: _____

Phone Number: _____

BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

ONLY APPLICATIONS THAT MEET ALL CRITERIA WILL BE CONSIDERED FOR
PROFESSIONAL POSITIONS

INSTRUCTIONS FOR FILING AN APPLICATION

1. **APPLICATION FORM** Fill out all information accurately and completely. Use full names, dates, and addresses. Put N/A where information does not apply.
2. **REFERENCES** Professional references are an important part of the application and should include only those persons who have supervised your teaching/training. You have the responsibility of providing all five evaluation report forms to the references you listed on the application. The completed evaluation report must be mailed directly to the Superintendent's Office from each person you listed as a reference in order for it to be valid. It is strongly recommended that you provide each reference with a stamped envelope addressed to 'The Superintendent's Office' at the address below.
3. **COPIES OF DOCUMENTS TO ATTACH TO APPLICATION**
 - (a) *Teacher Service Record*
 - (b) *Current transcript of all college work and professional training*
 - (c) *Texas Teacher Certificate, ExCet scores, out-of-state certificate or college letter indicating application for certification*
 - (d) *Sample lesson plans for one typical teaching day (teacher applicants only)*
4. Your application becomes active when all credentials are on file in our office. Your application is considered active for one year unless you advise us otherwise. You may deactivate it or you may request to continue it in active status for an additional length of time by writing a brief letter to our office.
5. Inquiries concerning interviews and vacancies will be directed to the appropriate principal or supervisor during normal office hours. Interviews are scheduled by appointment only by the principal or supervisor so please include a phone number where you can be reached.

Please notify us in the event you change your address, telephone number, or obtain employment elsewhere after submission of your application.

Mail or deliver completed application and documents to:

The Superintendent's Office

719 East Sixth Street

Bishop, TX 78343

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date
Phone Number	Social Security Number	Are you legally authorized to work in the United States?	

EDUCATION

	Name	Location	Dates From / To	Major Course	Minor Course	Date Of Graduation	Degree Held or Will Hold
High School			/	XXXX	XXXX		XXXXX
College or University			/				
College or University			/				
College or University			/				
College or University			/				

CERTIFICATION

Do you hold a Texas Teacher's Certificate? Yes No If yes, give exact title: _____

Do you hold a valid Out-of-State Teacher's Certificate? Yes No If yes, give exact title: _____

If you do not hold a Texas Teaching Certificate, what is required to receive your certificate? _____

In the spaces below, list all specific subject areas in which you have 12 or more hours:

Subject	Sem. Hrs.	Subject	Sem. Hrs.	Subject	Sem. Hrs.	Subject	Sem. Hrs.
Certified Teaching Fields:		<input type="checkbox"/> Secondary		Major(s)		Minor	
(Check (√) appropriate level)		<input type="checkbox"/> Elementary: List endorsements					

Certified Administrative/Supervisory Fields: (Check (√) appropriate level)

<input type="checkbox"/> Supervisor	<input type="checkbox"/> Special Services Endorsement
<input type="checkbox"/> Mid-Management	<input type="checkbox"/> Area(s) _____

Extracurricular activities you would be interested in sponsoring:

Yearbook Newspaper Drill/Pep Club Clubs (Science, etc.) Speech/Drama
 None Other (Specify) _____

List civic service organizations to which you belong: _____

List educational associations or professional organizations to which you belong: _____

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.)

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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

FOR YOUR INFORMATION...

Your application is complete only after receipt in the Superintendent's Office of a completed application and the supporting documents according to the instruction sheet enclosed.

Applicants are contacted at the phone numbers listed on the application in the event they are chosen for an interview; however, they are not routinely notified when positions are filled.

Please report any changes in address or phone number to the district.

Materials included in the application become the property of the school district so you are encouraged to include copies (rather than originals) when possible.

AUTHORIZATION FORM

Please date and sign the following forms. Completed forms facilitate consideration of your application for employment.

In connection with my application for employment in the Bishop Consolidated Independent School District, I hereby authorize the release to Bishop CISD of any and all records – transcripts, evaluations, data sheets, letters of recommendation, etc. – which now are, or in the future will be, in my credential file- also sometimes known as placement or confidential file.

This release and authorization shall remain in effect until you are notified in writing that this permission had been revoked.

Date: _____ Signature: _____

In connection with my application for employment in the Bishop Consolidated Independent School District, I hereby authorize the release to Bishop CISD of any and all records – transcripts, evaluations, data sheets, letters of recommendation, etc. – which now are, or in the future will be, in my credential file - also sometimes known as placement or confidential file.

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Date: _____ Signature: _____

CONTRACT REQUIREMENTS

Approval as a teacher in our school system is subject to all qualifications required by TEA, SBEC and the local Board of Trustees. A teacher who is offered employment in the Bishop Public Schools must provide the following:

1. A completely executed application.
2. A valid Texas teaching certificate
3. An official up-to-date transcript of all your college work
4. Your original teacher service record
5. Tuberculosis examination results
6. I agree to notify the Bishop Consolidated Independent School District, by phone or in writing, in the event I obtain employment elsewhere after I have filed an application with the Bishop Consolidated Independent School District.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Bishop Consolidated Independent School District is an equal opportunity employer and does not discriminate because of age, race, color, creed, religion, handicap, sex or national origin in the educational programs or activities which it operates, including employment therein.

I hereby certify that the above information, to the best of my knowledge, is true, accurate, and complete. I understand that any falsification of information will be sufficient cause for rejection of application or termination if employed. Furthermore, this application becomes the property of Bishop CISD which reserves the right to accept or reject it. Additionally, references and other information which become part of this application are to be regarded as confidential and shall not be revealed to me. I hereby release those furnishing and/or receiving information concerning me from liability of whatever nature as a result of furnishing and/or receiving such information. If employed, I hereby authorize Bishop CISD and its employees to furnish directly and solely to any future prospective employers information concerning my services and employment record. By my signature below, I verify my understanding and agreement to the information above.

Signature of Applicant

Date

Return to:
Bishop CISD
Superintendent's Office
719 East Sixth Street
Bishop, Texas 78343

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719 EAST SIXTH STREET
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APPLICANT: By submitting this form to your reference for evaluation, you agree and understand that you waive your right of access to this reference.

EVALUATION FORM ON APPLICANT

_____ (applicant) is applying for _____, (a professional position) and mentioned you as one who is acquainted with their qualifications, character, and ability.

Please circle the number on each line which best represents your evaluation of applicant. *If you have not had the opportunity to observe or evaluate the applicant in the situation indicated in the left-most column, please place a check in the parentheses in the last column.*

Personal appearance	1 Poor taste in dress and grooming	2 Usually makes a good impression	3 Excellent appearance, always appropriately dressed	4 5 ()
Personality	1 Antagonizes and irritates others	2 Gets along reasonably	3 Especially harmonious relations with others	4 5 ()
Communication skills	1 Incorrect speech, slang, limited vocabulary	2 Acceptable oral and written communication, adequate vocabulary	3 Effective communication and expressions; skillful choice of words	4 5 ()
Dependability	1 Unpredictable, does not follow through	2 Can usually be relied upon	3 Always reliable and punctual	4 5 ()
Knowledge of subject matter	1 Inadequate knowledge of subject field	2 Acceptable knowledge of subject field	3 Thorough and extensive knowledge of field; up to date	4 5 ()
Recognizes and provides for individual differences	1 Makes little effort to know pupils; little provision for individual differences	2 Aware of special needs; occasionally makes special provisions for differences and needs	3 Strives to know pupils; sensitive to differences and needs; varies content, material, and activities to meet needs	4 5 ()
Attitude toward suggestions	1 Resents suggestions; waits to be told; reluctant to change	2 Accepts suggestions, makes effort to adapt them to teaching; follows directions	3 Seeks suggestions and evaluations; profits from help; shows initiative	4 5 ()
Motivation of learning	1 Fails to stimulate pupil interest	2 Generally achieves good pupil participation; pupils see some purpose in learning activities	3 Makes learning activities purposeful and stimulating	4 5 ()
Classroom management	1 Gives little or no attention to the learning environment; poor management	2 Satisfactory attention to routine factors; average effort to provide a stimulating learning environment	3 Provides stimulating, attractive learning environment; manages routine well; makes adjustments for health and comfort	4 5 ()

Dates you know the work of the applicant and position held: From _____ To _____ Position _____

If you were an employer, would you hire this person? () Yes () No () Doubtful

Your relationship with the applicant: () Employer () Cooperating Teacher () College Supervisor

() Friend () Principal/Supervisor () Other _____

Signature of Reference _____ Title _____ Date _____

Address of Reference _____

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Personality	1 Antagonizes and irritates others	2	3 Gets along reasonably	4 Especially harmonious relations with others	5 ()
Communication skills	1 Incorrect speech, slang, limited vocabulary	2	3 Acceptable oral and written communication, adequate vocabulary	4 Effective communication and expressions; skillful choice of words	5 ()
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