

APPLICATION FOR PROFESSIONAL POSITION
RICHLAND SPRINGS INDEPENDENT SCHOOL DISTRICT

700 W. Coyote Trail * Richland Springs, Texas 76871 * (325) 452-3524 * (325) 452-3427 * Fax (325) 452-3230

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

An Equal Opportunity Employer

Personnel Data	Date of Application _____ Social Security No. _____			
	Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle Initial </div>			
	Current Address _____			
	Other address where you may be reached _____			
	Work Phone No. _____ Home Phone No. _____			
	Other name that may appear on records _____ <small>(Used only for reference checks)</small>			
Position Data	List the position(s) you are applying for _____			
	Credentials included with application <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees			
	Date you can begin work _____			
	Have you been employed by RICHLAND SPRINGS ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide date of employment _____			
Education/Training	Name and Location of Schools Attended	Course of Study Major/Minor Fields	Diploma, Degree, Certificate Or License Held	Year Graduated (College Only)

Certification	<p>Certificate or license currently held:</p> <input type="checkbox"/> None <input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid Other State <input type="checkbox"/> Texas Emergency <input type="checkbox"/> Texas One-Year: Expires _____ <input type="checkbox"/> Texas Temporary Administrative: Expires _____ <p>Areas of Specialization:</p> <table border="0"> <tr> <td><input type="checkbox"/> Administrator</td> <td><input type="checkbox"/> All-Level Art</td> <td><input type="checkbox"/> Vocational (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Superintendent</td> <td><input type="checkbox"/> All-Level Health and PE</td> <td><input type="checkbox"/> Nurse</td> </tr> <tr> <td><input type="checkbox"/> Principal</td> <td><input type="checkbox"/> All-Level Music</td> <td><input type="checkbox"/> Visiting Teacher</td> </tr> <tr> <td><input type="checkbox"/> Midmanagement Administrator</td> <td><input type="checkbox"/> Librarian</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Elementary</td> <td><input type="checkbox"/> Counselor</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> <tr> <td><input type="checkbox"/> Elementary and Kindergarten</td> <td><input type="checkbox"/> Special Education (specify) _____</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Secondary (Jr/Sr High)</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Administrator	<input type="checkbox"/> All-Level Art	<input type="checkbox"/> Vocational (specify) _____	<input type="checkbox"/> Superintendent	<input type="checkbox"/> All-Level Health and PE	<input type="checkbox"/> Nurse	<input type="checkbox"/> Principal	<input type="checkbox"/> All-Level Music	<input type="checkbox"/> Visiting Teacher	<input type="checkbox"/> Midmanagement Administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Elementary and Kindergarten	<input type="checkbox"/> Special Education (specify) _____		<input type="checkbox"/> Secondary (Jr/Sr High)		
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Teaching Experience	List teaching experience beginning with most recent years. *Total years teaching experience _____.			
	Name and Location of School	Type of Assignment	Dates Taught	Reason for Leaving

Other Work Experience	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach resume if available.			
	School District/ Firm Name	Position Title	Dates Employed	Reason for Leaving

Professional Data

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.
 Papers/articles published _____

Seminars/workshops conducted _____

Other related professional activities _____

General Information

Do you have a relative who serves on the **RICHLAND SPRINGS ISD** Board of Education?
 Yes No If yes, please provide the relative's name and relationship: _____

Have you ever been convicted of or plead guilty or no consent (nolo contendere) to 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 the offense: indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:

(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.)

References

Please list references the district can contact regarding your work history. Please include all managers and supervisors who evaluated or supervised your performance at your last two employers.

Full Name of Reference	School District/Firm Name	Mailing Address	Position/ Title	Area Code/ Phone Number

**RICHLAND SPRINGS INDEPENDENT SCHOOL DISTRICT
700 W. COYOTE TRAIL
RICHLAND SPRINGS, TX 76871**

(325) 452-3427

or

(325) 452-3524

CRIMINAL RECORD RELEASE AUTHORIZATION

Texas state law gives political subdivisions (schools) authority to obtain from the Texas Department of Public Safety or from local law enforcement agencies the records of any convictions of any person applying for positions from the requesting school district. List any states other than Texas where you have been a resident:

I hereby authorize any and all law enforcement agencies in the State of Texas to release any and all criminal history that I may have to the Richland Springs Independent School District.

I understand that the only purpose of obtaining such information is for the evaluation of my credentials for employment.

List any misdemeanor and felony convictions: _____

Signature of Applicant

Date

Print Full Name of Applicant

Names used on records if different from present name

Social Security Number

Date of Birth

Driver's License Number

Verification

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 on the previous page to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability from any damage that may result from furnishing the same to you.

I understand that the district is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

Signature

Date

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 not to exceed 365 days. Any applicant wishing to be considered for employment beyond this period may inquire as to whether or not applications are being accepted at that time.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a computerized 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 records 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) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment services.

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

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:	
Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Hire _____ Not Hired _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	

Pre-Employment Affidavit for Applicant

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 complaint, 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:
_____.

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

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

Executed in _____ County, State of _____, on the _____ day of _____, _____.
County State Date Month Year

(Signature of Declarant)

*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 unsworn declaration. **

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