Dear Applicant:

Thank you for your request for an employment application with the Ore City Independent School District. We believe OCISD is one of the finest school systems in Texas, and we look forward to considering you for a position.

Employment applications are sent to individuals who request them. The issuance of these forms does not imply that we have vacancies at this time or that an offer of employment is being made.

Before you will be considered for an interview, the Business Department must receive the following seven items for a complete application file:

1) Completed application
2) Letter of interest or introduction
3) Current resume
4) Three reference letters
5) Copy of highest level of completed education or college transcripts
6) Certification(s)and/or Endorsement(s)
7) Criminal History Record Release Form (included in this packet)

If you are a Texas certified teacher you must also include the following information, in addition to the seven items listed:

1) Validation of Texas Examinations of Educator Standards (TExES), if applicable.
2) Validation of Examination of Certification of Educators in Texas (EXCET), if applicable.
3) Copy of Teacher Service Record, if applicable.

Your application will not be processed until the Business Department obtains all of the required information.

Your applicant file will be active upon receipt of all the required materials. You will be considered for an interview when a position for which you are certified and qualified becomes available. Interviews are extended by invitation only to the persons who most closely meet the qualifications for the position.

Your application will remain active for one year following the date on the application. To keep your file active for an additional year, you must send a letter to the Business Department making that request. This letter must be received by the anniversary date of your application. If you wish to have your credentials returned to you, you must contact our office. Otherwise, all documents will be destroyed at the end of the second year.

Thank you for your interest in the Ore City Independent School District.

Sincerely,

Lynn Heflin

Superintendent

Ore City Independent School District considers applicants for all positions without regard to race, color, national origin, age, religion, gender, marital status, veteran or military status, disability, or any other legally protected status. If you require assistance with the application and/or interview process, please inform the *Business* Department.

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

An Equal Opportunity Employer*

Personal Data

Date of application _____
First Name _____Last Name _____ Middle Initial _____
Current address:
Street/Box _____ City _____ State _____ Zip _____
Other address where you may be reached _____
Work phone _____ Home phone _____
Other name that may appear on records _____
(Used for certification, reference, and criminal history record checks)

Position Data

List the position(s) you are applying for _____

Type of employment: ☐Full-time ☐ Part-time ☐ Summer only

Date you can begin work_____

Have you been employed by _____ISD in the past? ☐Yes ☐No

If you answered yes, provide dates of employment _____

Education/Training

Check the highest level of education attained:

☐Not a high school graduate (What is Highest Grade Completed) _____

☐High school graduate ☐GED ☐Less than two years of college

☐Two or more years of college ☐Bachelor's degree

☐Master's degree ☐Other training or education _____

Licenses and certificates held _____

Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated *(College only)*

Work Experience

Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.

Employer and location	Position/title	Dates employed	Reason for leaving

Special Skills

List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.

1. 4.
2. 5.
3. 6.

General Information

Do you have a relative who serves on the Ore City ISD Board of Education?

☐Yes ☐No If yes, please provide the relative's name and relationship: _____

_____

Have you ever been convicted of, pled guilty or no contest (nolo contendre) 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.)

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

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 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 such parties from liability for 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 12 months. If you have not received a response during this time period, you may reapply or reactivate your application.

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status*

Criminal History Record Information Request

Confidential*

The Ore City Independent School district is required by Texas Education Code Chapter 22, Subchapter C to review the criminal history of applicants, employees, independent contractors, student teachers, and certain volunteers. The information requested below is necessary to obtain criminal history record information.

Please print

First Name _____Last Name _____ Middle Initial _____

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Current address:
Street/Box _____ City _____ State _____ Zip _____

Sex: ☐Male ☐Female Ethnicity: ☐Black ☐White/Other

I understand that the information 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

* This form will be removed from the application and filed separately in the HR office.