

Axtell Independent School District

Employment Application for Service and Support Personnel

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, disability, or any other legally protected status.

An Equal Opportunity Employer

PERSONAL DATA

Date of Application _____ Social Security No. _____

Name _____
Last First Middle Initial

Current Address _____

Other Address you may be reached at: _____

Work Phone No. _____ Home Phone No. _____

POSITION DATA

Position for which you are applying _____

Type of Employment: Full-Time _____ Part-Time _____ Summer Only _____

Date available for employment: _____

Former Some Special Education Cooperative Employee: Yes _____ No _____

If yes, give dates of employment _____

EDUCATION/TRAINING

Schools Attended (List all applicable information.)

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated (College Only)

WORK EXPERIENCE

Please provide a complete listing of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Please attach resume, if available.

School District/Firm Name	Position/Title	Dates Employed	Reasons for Leaving

SPECIAL SKILLS

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

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

GENERAL INFORMATION

Do you have a relative who is a member of the Axtell ISD Board of Education?

If yes, please give the name of relative and relationship. _____

- Yes
- No

Have you ever been convicted of a felon or offense involving moral turpitude? (including, but not limited to: theft, rape, murder, swindling, and indecency with a minor)

If yes, please state where, when, and the nature of the offense. _____

- Yes
- No

(Conviction of a felony 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 below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.				
	Full Name of Reference	School District / Firm Name	Mailing Address	Position /Title	Area Code/Phone No.
VERIFICATION	<p>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.</p> <p>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 for any damage that may result from furnishing same to you.</p> <p>I understand that the district is required by Texas Education Code § 21.917 to obtain criminal history record information on applicants selected for employment.</p> <p>This application becomes the property of the cooperative. The cooperative reserves the right to accept or reject it. This application shall be considered active for a period of time not to exceed 365 days. 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.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant _____ Date</p>				

Axtell Independent School District

Drug-Free Policy Form

All employees are required to read the Axtell Independent School District's policy concerning the drug-free workplace. Employees are also required to sign and detach the form following the policy statement. The signed form will be placed in the employee's personnel folder.

The following policy is from the Axtell Independent School District policy manual:

3.29 DRUG FREE WORKPLACE

- 3.29-1 Possession, use, distribution or being under the influence of illicit drugs or alcohol is prohibited at the District, or any school facility and/or at any school function of activity.
- 3.29-2 Employees who violate this prohibition will be subject to immediate dismissal from employment and possible referral for prosecution.
- 3.29-3 Compliance with these provisions and prohibition is a mandatory condition of employment.
- 3.29-4 Drug and alcohol counseling, rehabilitation and re-entry programs are available to employees. A list of such programs is available upon request to the Coordinator, Drug-Free Schools Program.
- 3.29-5 The District will review its Drug-Free workplace policy annually.
- 3.29-6 All District buildings are smoke-free.

Drug-Free Policy Signature Form

I have read the drug-free policy for Axtell Independent School District and will abide by the policy set forth by this organization.

Signature

Date

