

Return to:
CALHOUN COUNTY ISD
 525 North Commerce Street
 Port Lavaca, Texas 77979
 Fax #: (361) 551-2649



EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

Personal Data	Date of Application _____ Social Security Number _____ Name _____ <div style="text-align: center;"><i>Last</i> <i>First</i> <i>Middle Initial</i></div> Address _____ <div style="text-align: center;"><i>Street/Box</i> <i>City</i> <i>State</i> <i>Zip Code</i></div> Other address where you may be reached _____ Work Phone _____ Home Phone _____ Name used on records if different from present name _____ <i>(to be used for reference checks)</i>			
Position Data	Position for which you are applying _____ Type of Employment: Full Time _____ Part Time _____ Summer Only _____ Date available _____ Former Calhoun County ISD Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates of employment: _____ Driver's License Number: _____ from State of _____ <i>Every transportation driver is subject to immediate termination if he/she becomes uninsurable due to traffic violations, irrespective of faults, during the course of employment.</i>			
Education/Training	Check highest level attained. <input type="checkbox"/> Not high school graduate (Circle last grade completed) 1 2 3 4 5 6 7 8 9 10 11 12 <input type="checkbox"/> GED <input type="checkbox"/> Two or more years of college <input type="checkbox"/> Other training or education _____ <input type="checkbox"/> High School graduate <input type="checkbox"/> Bachelors Degree _____ <input type="checkbox"/> Less than two years in college <input type="checkbox"/> Masters Degree _____ <input type="checkbox"/> Licenses/certifications held _____ Schools Attended: List all applicable information.			
	Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated

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

Work Experience

Employer/Address	Job/Position Title	Salary/Wages	Dates Employed	Reason 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

- List the town(s) that have been your legal residence for the past five (5) years, starting with the most recent one first. _____

 - Do you speak any language other than English? _____ If so, what language and to what degree of proficiency? _____
 - Do you have a relative who is either a member of the Calhoun County ISD Board of Trustees or who is employed in any capacity in the Calhoun County ISD? Yes No If yes, please give the name of relative, relationship, and position held: _____
 - Have you ever been convicted of a felony or offense involving moral turpitude and/or received probation or deferred adjudication? Yes No If yes, please state where, when and the nature of the offense: _____
- (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.)

Employment References	Please list below references who may be contacted regarding your work history.				
	Full Name of Reference	School District/ Firm Name	Mailing address	Position/Title	Area code/ phone number
Personal Statement	<p>Please make a statement in your own handwriting concerning your reasons for desiring a position with the Calhoun County ISD.</p>				
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 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 parties from all 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. I understand that periodic submission to random drug testing may be a condition of employment.</p> <p>Furthermore, this application becomes the property of the district that 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 shall inquire as to whether or not applications are being accepted at that time.</p> <p style="text-align: right;">_____ Date</p> <p style="text-align: center;">Legal Signature of Applicant</p> <p><i>Calhoun County Independent School District is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, disability or limited English proficiency.</i></p> <p style="text-align: center;"><u>The District Title IX Coordinator is Kelly Taylor, Assistant Superintendent for Personnel/Fed. Programs Director</u> <u>525 N. Commerce, Port Lavaca, TX (361) 552-9728</u></p>				

FOR OFFICE USE ONLY

CALHOUN COUNTY INDEPENDENT SCHOOL DISTRICT
TEST RESULTS FOR _____ SCHOOL YEAR

NAME _____ DATE TESTED _____

_____ w.p.m. Typing

_____ Spelling Test #1

_____ Spelling Test #2

_____ Word Choice

_____ Proofreading

_____ Computer Literacy

_____ Budget Reconciliation

_____ Beginning Word Processing

_____ Intermediate Word Processing

_____ Advanced Word Processing

_____ Database Management

_____ Bookkeeping Test #1

_____ Bookkeeping Test #2

_____ Bookkeeping Test #3

_____ Total College Hours

_____ Law Enforcement Training

_____ Other: _____