

# CUMBY INDEPENDENT SCHOOL DISTRICT

303 SAYLE STREET  
CUMBY, TEXAS 75433  
903-994-2775

## EMPLOYMENT APPLICATION FOR SUPPORT PERSONNEL

An Equal Opportunity Employer

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### PERSONAL DATA:

Date of application \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle Initial

Current address \_\_\_\_\_

Street/Box

City

State

Zip Code

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

### POSITION DATA:

List the position you are applying for \_\_\_\_\_

Type of employment \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Summer only

Date you can begin work \_\_\_\_\_

Have you been employed by Cumby ISD in the past? \_\_\_ Yes \_\_\_ No

If you answered yes, provide dates of employment \_\_\_\_\_

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### EDUCATION/TRAINING:

\_\_\_ Not a high school graduate. Highest grade completed was \_\_\_\_\_

\_\_\_ High school graduate \_\_\_ GED \_\_\_ Less than 2 years of college

\_\_\_ Two or more years of college \_\_\_ Bachelor's degree

\_\_\_ Master's degree \_\_\_ Other training or education \_\_\_\_\_

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Licenses and certificates held \_\_\_\_\_

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Name and Location of Schools attended	Course of study and major/minor	Diploma, degree, certificate, or license held	Year graduated
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**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 Attach a resume if available.

Employer and location	Position/title	Dates employed	Reason for leaving
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**SPECIAL SKILLS:**

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

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_
- 5. \_\_\_\_\_ 6. \_\_\_\_\_

**GENERAL INFORMATION:**

Do you have a relative that serves on the Cumby ISD Board of Education or is an employee of the district?

\_\_\_ Yes \_\_\_ No If yes, please provide relative's name and relationship. \_\_\_\_\_

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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 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.

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(A felony conviction is not an automatic ban 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 all 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.

<b>Full name of Reference</b>	<b>School district/ firm name</b>	<b>Mailing address</b>	<b>Position/title</b>	<b>Area code, phone number</b>
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**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.

# 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 identifiers I supply.

APPLICANT or EMPLOYEE NAME (Please print)

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment 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

<b>Please:</b>	
<b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/>	NO <input type="checkbox"/> _____ initial
Purpose of CCH: _____	
Hire <input type="checkbox"/>	Not Hired <input type="checkbox"/> _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

