

Date Received:	
Date Criminal History:	
Interview Date:	
References Requested Date:	
Date Fingerprinted:	
Date Employed:	

MILLSAP INDEPENDENT SCHOOL DISTRICT

201 EAST BRAZOS ST
MILLSAP, TEXAS 76066

(940) 682-4489
<http://www.millsapisd.net>

CLASSIFIED EMPLOYMENT APPLICATION

Personal Data	Phone No. _____ Application Date: ____/____/____ Date Available: ____/____/____
	Name _____ <i>Last</i> <i>First</i> <i>Middle</i>
	Current Address _____ <i>Street/Box</i>
	_____ <i>City</i> <i>State</i> <i>Zip</i>
	Phone: () _____ Cell: () _____
	Driver's License No. _____ State _____ <input type="checkbox"/> CDL <input type="checkbox"/> Operators <input type="checkbox"/> Commercial <input type="checkbox"/> Chauffeur
	Alternate Address or Phone Numbers for Contacting You: _____
	Other name that may appear on records: _____
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Former MISD Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ Under what name? _____	

Position(s) For Which Applying	Check all appropriate boxes:		
	<input type="checkbox"/> Teacher Aide <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Food Service <input type="checkbox"/> Food Service Substitute <input type="checkbox"/> Secretary/Clerk	<input type="checkbox"/> Transportation <input type="checkbox"/> Bus Driver <input type="checkbox"/> Bus Driver Substitute <input type="checkbox"/> Custodial/Housekeeping <input type="checkbox"/> Custodial Substitute	<input type="checkbox"/> Maintenance <input type="checkbox"/> Technology <input type="checkbox"/> Other _____ _____

Campus Preference: _____
Check the number of hours you can work per day <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Are there special hours you cannot work? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain: _____ _____

Millsap Independent School District is an equal opportunity employer and does not discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, or disability.

FIELDS OF EXPERIENCE

Place an X after each occupation in which you have had experience. Place an XX after each in which you are especially proficient.

HEATING AND AIR CONDITIONING

Thermostat Control Systems	
Boiler-Gas Burners and Controls	
Refrigeration Repair	
Ventilation and Air-Conditioning	

REPAIR AND UPKEEP

Painter	
Locksmith	
Plumber	
Masonry	
Furniture Repair	
Carpenter	
Small Engine Repair	
Roofer	

GROUNDS DEPARMENT

Tractor Operator	
Back Hoe Operator	
Pest Management	
Lawn Care	

FOOD SERVICE

Food Server	
Dishwasher Equipment	
Food Preparation	
Supervision of Others	

ELECTRICAL SYSTEMS

Clocks and Bells	
High Voltage Work	
Electrical Wiring	
Public Address	
Running Conduit	
Transformer Repair	
Audio Visual Repair	

MISCELLANEOUS

Welder	
Bus Driver	
Mechanic – Truck and Bus	

GENERAL CLERICAL

Bookkeeping	
Data Entry	
10 Key	
Word Processing	
Spreadsheet	
Foreign Language	

LICENSES OR APPRENTICESHIPS

Plumber	
Maintenance Electrician	
Journeyman Electrician	
Air Conditioning Repairman	

EDUCATION

Check highest level attained.

- Not high school graduate (Circle last grade completed.) 1 2 3 4 5 6 7 8 9 10 11 12
- GED
- High School graduate
- Less than two years in college
- More than two years in college

- Bachelor's degree _____
- Master's degree _____
- Other training or education _____

Licenses/certifications held

WORK EXPERIENCE

BEGIN WITH MOST RECENT

Dates				Position	Years Exp	Name of Company	Address	Reason for Leaving	Supervisor	Current Phone
From		To.								
Mo.	Yr.	Mo.	Yr.							
										()
										()
										()
										()
										()
*Total Years										()

Have you ever been convicted of a misdemeanor (other than a traffic violation) or a felony?
 Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which applicant is applying.

Yes No If yes, please explain:

Have you ever been involuntarily terminated from a job?

Yes No
 If yes, please give the name of the company, the date, and the reasons for the termination:

WORK REFERENCES

List five most recent work references and identify supervisors for whom you have worked who have first hand knowledge of your character, personality, and scholarship.

Name	Position	Number/Street	Address City	State/Zip	Phone Number
					()
					()
					()
					()
					()
					()

Are you related to any member of the Millsap Independent School District Board of Trustees? Yes No

Name

Relationship

NOTICE TO APPLICANTS

Before an application may be considered complete, the following documents must be filed with the Administration of Millsap ISD, 201 E Brazos Street, Millsap, Texas 76066.

- (1) Completed application for classified position
- (2) Employment reference document
- (3) Criminal History Information Request
- (4) DPS Computerized Criminal History Verification

This application and the documents submitted with application shall become the property of the school district, and the district shall reserve the right to accept or reject them. Any information submitted with or in support of this application may be revealed to any persons who may participate in the selection of employees.

This application will be placed on file and considered if and when vacancies occur in an appropriate field. The district may schedule interviews when vacancies exist or may be anticipated. The Administration Office shall contact candidates to arrange for interviews when the appropriate position is available. Your application will remain on active status for two years from the date the application is received and may be extended by written request. All applications will be destroyed upon removal from active status.

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge. I understand that falsification of this record will be considered sufficient cause for disqualification or if employed, dismissal. Further, I authorize the Millsap Independent School District to contact the references listed herewith and to obtain any record of criminal history in accordance with the provisions of the Texas Education Code, Section 21.917. 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. I understand that, if employed, failure to disclose conviction for a felony or for an offense involving moral turpitude may be considered sufficient cause for dismissal. Furthermore, it is understood that this application and records become the property of the Millsap Independent School District, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Millsap Independent School District.

SIGNATURE OF APPLICANT

DATE

To the applicant: Please give this form to previous employers and work colleagues who have knowledge of your work skills and habits. Please copy this form as needed.

MILLSAP INDEPENDENT SCHOOL DISTRICT EMPLOYMENT REFERENCE

DOCUMENTATION Date Select Position Applying For: ___ Teacher Aide ___ Substitute

Teacher ___ Food Service ___ Other _____

Candidate Being Considered _____

The above candidate has given your name as someone who would know his or her work ethic and/or personal characteristics. Your response to the questions below will be of assistance to us in employing the most qualified candidate to work with young people in our district.

Job title of candidate at previous worksite: _____

Person giving reference and job title _____

Work Habits

Punctuality

Attendance

Loyalty

Relationship with co-workers

Work Skills (Ability, interest, trainable, commitment, skill acquisition)

Why did the applicant leave your employment?

Is there any reason other than that the person chose to leave employment with you that you would hesitate to reemploy again if that opportunity was requested?

Since this applicant is being considered for a position of trust and working with children, is there any cause to question such assignment?

What would you want to add to this reference inquiry?

Person conducting reference check: Connie Wiese, Administrative Assistant
940-682-3101

Please return to: Millsap ISD; 201 E. Brazos Street; Millsap, TX 76066 or FAX
940-682-4476 Thank you for your assistance in insuring we hire qualified applicants to work with children.

CRIMINAL HISTORY INFORMATION REQUEST

Confidential

The Millsap 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.

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street 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.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) 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. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. 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. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

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

Signature of Applicant or Employee

Date

Millsap ISD
Agency Name (Please print)

Connie Wiese
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: _____	
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	