

# West Rusk County Consolidated Independent School District

P.O. Box 168 • New London, TX 75682 • Telephone (903) 392-7850 • Fax (903) 392-7866

## 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*

<b>Personal Data</b>	Date of application _____ Social Security number _____
	Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Last</span> <span>First</span> <span>Middle Initial</span> </div>
	Current address _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>Zip</span> </div>
	Other address where you may be reached _____
	Work phone _____ Home phone _____
	Other name that may appear on records _____ (to be used for reference checks)

<b>Position Data</b>	List the positions for which you are applying _____
	Type of employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only <input type="checkbox"/>
	Date you can begin work _____
	Have you ever been employed by this school district? yes <input type="checkbox"/> no <input type="checkbox"/>
	If yes, provide dates of employment _____

<b>Education/Training</b>	Names and locations of schools attended	Course of study: major/minor fields	Diploma, degree, certificate, or license held	Year graduated (college only)

**Work Experience Other Work Experience**

Please provide a complete listing of all jobs or positions you have held in the past ten years. List the most recent first. Attach additional sheets if necessary. Attach resume, if available. (Bus driver applicants, see Addendum.)

Employer and location	Position / Title	Dates Employed	Reason for leaving

**Specific Skills**

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

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

**General Information**

Do you have a relative who is a member of the West Rusk CCISD Board of Trustees?

yes  no

If yes, please provide the name of the relative and the relationship:

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Have you ever been convicted of or 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, or 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 bar to employment. The District will consider the nature, date, and relationship between the offense and the position for which you are applying.)

# Addendum for School Bus Driver Applicants Only

Each person who applies to be a bus driver must provide the following information at the time of application. Note: Bus drivers must pass a physical examination and a drug screening test.  
*Equal Opportunity Employer*

**Personal Data**

Name \_\_\_\_\_  
 Home phone \_\_\_\_\_ Hours available for work \_\_\_\_\_  
 Driver's license number \_\_\_\_\_ Type \_\_\_\_\_  
 Do you have a Texas School Bus Training Certificate?  yes  no  
 Have you ever had a license suspended, revoked, or cancelled?  yes  no  
 If yes, explain on additional page.  
 Are there any criminal charges or proceedings pending against you?  yes  no  
 If yes, explain on additional page.  
 Have you ever been convicted of or plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for any serious traffic violation?  yes  no  
 If yes, state where, when, and the nature of the offense on the back of this page; also indicate whether the charges were dismissed as a condition or probation, suspension, or deferred adjudication.  
 In the past two years, have you failed an employer's alcohol or drug test?  yes  no  
 If yes, explain on additional page.

**Work Experience**

Provide your work history information for the past ten years on all jobs for which you were a driver of a commercial motor vehicle. List most recent experience first. Use additional paper if necessary.

Names and locations of schools	Type of Assignment	Dates Worked	Reason for leaving

**Verification**

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understanding that any deliberate falsifications, misrepresentation, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I understand that the District is authorized by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to the date of this application and required by the Texas Education Code 22.084 and Transportation Code 521.002(f) to obtain criminal history record information on persons the District intends to employ.

Furthermore, I authorize the information I have provided to be used and for previous employers to be contacted for investigation purposes; and I release all parties from any liability for any damage that may result from furnishing information to you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**References**

Please list references the District may contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employing organizations.

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 understanding that any deliberate falsification, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

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.

I understand that the District is authorized by Texas Education Code 22.083(b) to obtain criminal history record information on persons the District intends to employ.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for 24 months. If you have not received a response during this time, you may reapply or reactivate your application.

For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 Coordinator, Lawrence Coleman at P.O. Box 168, New London, Texas 75682, or call (903) 392-7850.

It is the policy of West Rusk CCISD to not discriminate on the basis of sex, disability, race color, age, or national origin in its educational programs, activities, or employment required by Title IX, Section 504 and Title VI.

**DPS Computerized Criminal History (CCH) Verification**  
**(AGENCY COPY)**

I, \_\_\_\_\_, acknowledge that a Computerized Criminal  
APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) 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 record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.dps.texas.gov/Crime Records Information/Review of Personal Criminal History](http://www.dps.texas.gov/Crime_Records_Information/Review_of_Personal_Criminal_History) 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 \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
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 ____	NO ____      ____ initial
Purpose of CCH: _____	
Empl ____	Vol/Contractor ____      ____ initial
Date Printed: _____	____ initial
Destroyed Date: _____	____ initial
<b>Retain in your files</b>	

West Rusk County Consolidated  
Independent School District  
P. O. Box 168  
New London, Texas 75682-0168  
Telephone: 903-392-7850 Fax: 903-392-7866

To the Custodian of the Information:

I, \_\_\_\_\_ an applicant for employment or volunteer service with the West Rusk County Consolidated Independent School District, authorize the West Rusk County Consolidated Schools to obtain any criminal history record information that relates to me.

I understand that this information may be obtained from any law enforcement agency. I further understand that the West Rusk County Consolidated Schools may use this information in evaluating me for employment purposes.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_.  
Day Month/Year

Signature of Applicant \_\_\_\_\_

Please print the following information:

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Other names that may appear on records: \_\_\_\_\_

Your email address registered with TEA: \_\_\_\_\_  
(Positions Requiring TEA Certification)

Mailing Address: \_\_\_\_\_  
P. O. Box/Street Address City State Zip

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Usser I.D. #: 0107e

21:917 Access to Police Records of Employment Applicants

- (1) A school district is entitled to obtain criminal history record information that relates to a volunteer applicant with the district if, at the time of the request for the information, the district submits to the custodian of the information a signed statement from the volunteer applicant authorizing the district to obtain the information.
- (2) A school district may obtain information under this section from any law enforcement agency, including the police department or the Department of Public Safety, or from the Texas Department of Corrections.
- (3) A school district may use information obtained under this section only for the purpose of evaluating volunteer applicants.

Added by Acts 1981, 67<sup>th</sup> leg., p. 1867, ch. 444, paragraph 1, effective August 31, 1981

**Pre-Employment Affidavit for Applicant Offered Employment**

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a compliant, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Education Certification.

I declare the following:

I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be false. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction:

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**Affidavit of Applicant Offered Employment**

*The following affidavit is offered to satisfy the requirement of Texas Education Code Section 21.009 for a pre-employment affidavit.*

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Name (First, Middle, Last) \_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address (Street, City, State, Zip Code) \_\_\_\_\_  
County

Executed in \_\_\_\_\_ County, State of Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
County Date Month Year

\_\_\_\_\_  
(Signature of Declarant)

State of Texas  
County of \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_  
(Notary Public) (Applicant Offered Employment)

Known to me to be the person whose name is subscribed as a witness to the foregoing instrument of writing, and after being duly sworn by me executed such instrument of writing and acknowledged in my presence that he or she signed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Date) (Month) (Year)

(Personalized Seal)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Printed Name of Notary Public)

Commission Expires: \_\_\_\_\_

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this pre-employment affidavit.\*

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

Approved by the Texas Commissioner of Education, October 2017.