

**MERKEL ISD EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL**

*An Equal Opportunity Employer\**

Date of application _____			
<b>Personal Data</b>	Name _____ <i>Last First Middle initial</i>		
	Current address _____ <i>Street/Box City State ZIP Code</i>		
	Other address where you may be reached _____		
	Home phone _____ Cell phone _____ Other phone _____		
	Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>		
<b>Position Data</b>	List the position(s) for which you are applying _____		
	Type of employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Summer only		
	Date you can begin work _____		
	Have you been employed by Merkel ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, provide dates of employment _____		
<b>Special Skills</b>	List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience.		
	1. _____	4. _____	_____
<b>Work Experience</b>	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 (bus driver applicants, see addendum). Attach résumé if available.		
	Employer name and location	_____	Employer name and location
	Position/title held	_____	Position/title held
	Dates employed	_____	Dates employed
	Supervisor's name and phone	_____	Supervisor's name and phone
	Reason for leaving	_____	Reason for leaving

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<b>Work Experience</b>	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
<b>References</b>	Please list references the district can contact regarding your work history.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number
<b>Education/Training</b>	List the highest level of education attained: _____				
	Licenses and certificates granted _____				
	_____				
	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted		Year graduated <i>(College only)</i>

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<b>General Information</b>	<p>Do you have a relative who serves on the Board of Education or is an employee of Merkel ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(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.)</p>
<b>Verification</b>	<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 such parties from liability for any damage that may result from furnishing the same to you.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature <span style="margin-left: 200px;">Date</span></p> <p>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 <b>24 months</b>. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

*\*Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status*

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The district Title IX Coordinator is

(Bryan Allen, Superintendent, P.O. Box 430 Merkel, TX 79536, and 325-928-2000.)

Please Mail Application to:  
Bryan Allen, Superintendent  
P.O. Box 430  
Merkel, Texas 79536  
Email:ballen@merkelisd.net

**MERKEL INDEPENDENT SCHOOL DISTRICT  
P.O. BOX 430, MERKEL, TEXAS 79536  
AREA CODE 325-928-5813**

**CRIMINAL HISTORY RECORD INFORMATION ADDENDUM**

**CONFIDENTIAL\***

**THE MERKEL INDEPENDENT SCHOOL DISTRICT IS REQUIRED BY STATE LAW TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON APPLICANTS THE DISTRICT INTENDS TO EMPLOY EITHER ON A FULL-TIME, PART-TIME, OR SUBSTITUTE BASIS, (ACCORDING TO Texas Education Code §22.083 and Senate Bill 9). THE INFORMATION REQUESTED BELOW IS NECESSARY TO OBTAIN CRIMINAL HISTORY AND FINGER PRINTING RECORD INFORMATION.**

**PLEASE PRINT.**

**NAME** \_\_\_\_\_  
**LAST FIRST MIDDLE**

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_

**SEX** \_\_\_\_\_ **MALE** \_\_\_\_\_ **FEMALE** **ETHNICITY:** \_\_\_\_\_ **BLACK** \_\_\_\_\_ **WHITE/OTHER**

**I UNDERSTAND THAT THE INFORMATION I AM PROVIDING ABOUT AGE, SEX, ETHNICITY WILL NOT BE USED TO DETERMINE ELIGIBILITY FOR EMPLOYMENT BUT WILL BE USED SOLELY FOR THE PURPOSE OF OBTAINING THE ABOVE NECESSARY INFORMATION.**

**I UNDERSTAND THAT IS MY RESPONSIBILITY TO PAY FOR ALL FEES THAT ARE REQUIRED TO OBTAIN THIS INFORMATION.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**