

LA PRYOR INDEPENDENT SCHOOL DISTRICT

P.O. Box 519 – La Pryor, TX 78872
(830) 365-4000
(830) 365-4006 FAX

EMPLOYMENT APPLICATION

(Please check box that applies to your application)

FULL TIME AUXILIARY PERSONNEL **SUBSTITUTE**

Applicants for positions in the La Pryor Independent School District will complete this form and submit it to the Personnel Office. Effective January 8, 2002, applicants applying for instructional assistants must have completed at least 2 years of study (48 hours college credit) at an institution of higher education and/or obtained an associate's (or higher) degree and must demonstrate the ability to assist instructing reading, writing and mathematics. **A current transcript must be attached to this application if applying for an instructional assistant position.** Senate Bill 9 (SB9) requires all certified educators (those holding an educator certification issued by the State Board for Educator Certification (SBEC)), noncertified employees hired by a district on or after January 1, 2008 and all classroom substitute teachers, auxiliary substitutes and aides, whether certified or not, to submit fingerprint information before being employed by a district. The school district will upload required information to Texas Education Agency. Applicants will be responsible for all fingerprinting review fees.

Date of Application _____ Social Security Number _____

LEGAL NAME _____

ADDRESS (STREET, CITY, STATE, AND ZIP CODE) _____ HOME TELEPHONE NO. _____

OTHER TELEPHONE NO. _____

WORK TELEPHONE NO. _____

E-MAIL ADDRESS _____

Present Position _____ Salary _____

INDICATE THE AUXILIARY(SUBSTITUTE) POSITION (S) FOR WHICH APPLICATION IS MADE

- | | |
|--|---|
| <input type="checkbox"/> INSTRUCTIONAL ASSISTANT | <input type="checkbox"/> CLERICAL/SECRETARY |
| <input type="checkbox"/> TRANSPORTATION | <input type="checkbox"/> TECHNOLOGY SERVICES |
| <input type="checkbox"/> FOOD SERVICE | <input type="checkbox"/> MAINTENANCE SERVICES |
| <input type="checkbox"/> NURSE (RN/LVN) | <input type="checkbox"/> SUBSTITUTE TEACHER (CERTIFIED __Y __N) |

Date you can begin work _____

Have you been employed by La Pryor Independent School District in the Past? ___ Yes ___ No

If Yes, provide dates of employment _____

1. EMPLOYMENT HISTORY: Give a record of each employment you have held for the past five (5) years. Start with your present employer and work back through previous positions.

NAME AND ADDRESS OF FIRM/ORGANIZATION	PERIOD OF SERVICE (Give exact dates)	TYPE OF WORK	REASON FOR LEAVING POSITION	HOURLY RATE OR MONTHLY SALARY

May we contact your present employer? YES NO

SKILLS: List specific skills and/or any machine or equipment you can operate. Secretarial applicants should include typing speed, office machines and computer knowledge.

- a. _____ d. _____
 b. _____ e. _____
 c. _____ f. _____

2. EDUCATIONAL / TRAINING

Check the highest level of education attained:

- ___ Not a school graduate (circle grade completed) 1 2 3 4 5 6 7 8 9 10 11 12
 ___ High School Graduate ___ GED ___ Less than 2 years of college
 ___ Two or more years of college ___ Bachelor's Degree ___ Other training or education ___ Teacher Certification

Licenses and certifications held _____

Colleges/Universities Attended**	Dates Attended	Diploma, Degree, or Certificate	Year Graduated

****(Please attach a current transcript if applying for a teacher's assistant position)**

3. PERSONAL

a. Reason for applying with La Pryor Independent School District _____

b. In an emergency please call:

Name	Telephone #	Street Address	City	State

c. Do you have a relative who is a member of the **La Pryor Independent School District Board of Education**?

___ Yes ___ No If "Yes", please give name and relationship _____

d. Have you ever been convicted or plead guilty or no contest (nolo contendere) of a felony offense or any offense involving moral turpitude? ___ Yes ___ No

If Yes, please explain: _____

(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.)

e. Have you been asked to resign or been discharged from any position?

_____ Yes _____ No If "Yes", please explain: _____

4. REFERENCES:

At least three (3) references must be submitted, including full name and address. These references should include employers or others whom you have worked or who have first-hand knowledge of your character, personality, scholarship and work ability.

DO NOT LIST RELATIVES.

NAME AND ADDRESS	ORGANIZATION	TELEPHONE	ADDRESS/ZIP CODE

5. COMMENTS: Provide any additional information that might qualify you for the position you seek.

APPLICANT'S STATEMENT

I hereby authorize La Pryor Independent School District to investigate all statements contained in this application. I affirm that all the information contained in this application is true and complete and that any misrepresentation, falsification or omission herein, shall be sufficient reason for dismissal form or refusal of employment. **I understand that unless this application is completed in detail, it will not be considered and that all applications and supporting documents become the property of La Pryor Independent School District.** I further authorize my references to be contacted and to speak freely regarding my qualifications. In that regard, I hold them harmless from any civil actions on my part regarding comments.

Signature

Date

The La Pryor Independent School District and its Career and Technology Education Program does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI. Title IX designee, Eddie Ramirez, Superintendent, 311 Highway 57, La Pryor, TX 78872, (830) 365-4000.

AN EQUAL OPPORTUNITY EMPLOYEE

When a position is advertised, it is the responsibility of the applicant to inform the Personnel Office of his/her interest. (830-365-4000)
This application will remain on file for **one** year. Please update in writing as needed. You will receive no further reply unless favorable consideration is given to your application.

**LA PRYOR INDEPENDENT SCHOOL DISTRICT
P.O. BOX 519
La Pryor, Texas 78872**

NEPOTISM STATEMENT

<i>School Board Members</i>			
Aurora R. Najera	Robert McHazlett	Dr. Alfonso Luevano	
Alejandro Perez	Lorena M. Lopez	Jose Luis E. Ramirez	Marcel Valdez

I, _____, hereby attest or affirm that **(circle one)** I am/I am not related to any member of the Board of Trustees of the La Pryor Independent School District, within three degrees of consanguinity (blood relation) or by two degrees of affinity (marriage).

If applicable, please indicate to whom you are related _____.

I fully understand that any false information contained here will be just cause for the immediate termination of my employment in this position.

Signature of Applicant _____ Date _____

These illustrations depict the relationships that violate the nepotism law.

CONSANGUINITY (Blood) Board member is prospective employee's:

First Degree	Parent	Child	Sister/Brother Aunt/Uncle	Niece/Nephew
Second Degree	Grandparent	Grandchild		
Third Degree	Great Grandparent	Great Grandchild		

AFFINITY (Marriage) Board member's spouse is the prospective employee or
Board member's spouse is prospective employee's or
prospective employee's spouse is the Board member's:

First Degree	Parent	Child	Sister/Brother
Second Degree	Grandparent	Grandchild	

NOTE: The spouses of two persons related by blood are not by that fact related. The affinity chart supposes only one affinity relationship between the Board member and prospective employee through either of their spouses.