



# Hermleigh

**Independent School District**

8010 Business 84 H • Hermleigh, TX 79526 • PH: (325) 863-2451 • FAX: (325) 863-2713

## Employment Application for Auxiliary Personnel

### PERSONAL INFORMATION

Date of Application: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_  
FIRST LAST MI

Address: \_\_\_\_\_  
STREET/P.O. BOX CITY STATE ZIP

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

### POSITIONS

Your Present Position & School/Business: \_\_\_\_\_

Position For Which You Are Applying at HISD: \_\_\_\_\_

Date Available For Employment: \_\_\_\_\_ Former HISD Employee?: \_\_\_\_\_  
YES or NO

### EDUCATION

Schools Attended:

School Name	Major/Minor Fields	Diploma, Degree	Dates Attended	Year Graduated

## AREAS OF INTEREST

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Assistant | <input type="checkbox"/> Custodial Staff    |
| <input type="checkbox"/> Bus Driver               | <input type="checkbox"/> Instructional Aide |
| <input type="checkbox"/> Cafeteria Staff          | <input type="checkbox"/> Maintenance        |

## OTHER WORK EXPERIENCE

Please provide a complete listing of all other jobs you have held in the past 10 years:

School District/Business Name	Position/Title	Reason for Leaving	Dates of Employment	Name of Supervisor

## GENERAL INFORMATION

**Do you have a relative who is a member of the Hermleigh ISD Board of Education?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**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, and/or indecency with a minor) either in state or out of state?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state where, when, and the nature of the offense:

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*(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.)*

## REFERENCES

Please list references that may be contacted regarding your work history:

Full Name of Reference	School District/Business Name	Mailing Address	Position/Title	Phone Number

## 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 on this 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 this information.

I understand that the district is authorized by the Texas Education Code 22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

This application becomes the property of Hermleigh ISD. 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.



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## Addendum to Application

**CONFIDENTIAL**

THE HERMLEIGH INDEPENDENT SCHOOL DISTRICT AS STATED IN STATE LAW MAY OBTAIN CRIMINAL HISTORY RECORD INFORMATION ON ALL APPLICANTS THE DISTRICT INTENDS TO EMPLOY IN ANY CAPACITY (TEXAS EDUCATION CODE SECTION 22.083).

I UNDERSTAND THE INFORMATION SET FORTH BELOW WILL BE USED BY THE DISTRICT SOLELY FOR THE PURPOSE OF OBTAINING CRIMINAL HISTORY RECORD INFORMATION.

Full Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ D.O.B: \_\_\_\_\_

Driver's License State & Number: \_\_\_\_\_

Sex:  Male  
 Female

Ethnicity:  African American  
 Caucasian  
 Hispanic  
 Native American  
 Other