

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

TRENTON ISD

*An Equal Opportunity Employer**

Date of application _____

Personal Data	Name _____ <i>Last</i> <i>First</i> <i>Middle initial</i> Mailing address _____ <i>Street/Box</i> <i>City</i> <i>State</i> <i>ZIP Code</i> E-mail address _____ Home phone _____ Cell phone _____ Other phone _____ Other name that may appear on records _____ <i>(Used for certification, reference, and criminal history record checks)</i>			
Position Data	List the position(s) for which you are applying _____ Type of employment: ☐ Full-time ☐ Part-time ☐ Summer only Date you can begin work _____ Have you been employed by TRENTON ISD in the past? ☐ Yes ☐ No If you answered yes, provide dates of employment _____			
Special Skills	List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years of experience. 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____			
Work Experience	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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	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		
References	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
Education/Training	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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Criminal History Record Information Addendum

Confidential

The Trenton 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.

Name _____
Last First Middle

Mailing Address _____
Street City State Zip

Social Security # _____ Date of Birth _____

Driver's License _____
State and Number

Email Address _____

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.¹

Signature

Date

¹This form will be removed from the application and filed separately in the HR office.

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General Information	Do you have a relative who serves on the Board of Education or is an employee of _____ ISD? ☐ Yes ☐ No If yes, please provide the relative's name and 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, swindling, and indecency with a minor)? ☐ Yes ☐ No If yes, please state where, when, and the nature of the offense _____ _____ _____ _____ (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.)
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 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. I understand that the district is required by Texas Education Code to review criminal history of applicants. _____ Signature _____ Date 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 6 months. If you have not received a response during this time period, you may reapply or reactivate your application.