

REFUGIO INDEPENDENT SCHOOL DISTRICT

Application for Professional Employment

212 W. Vance  
Refugio, Texas

(361) 526-2325  
(361) 526-2326 Fax



This Application will be kept on file for twelve months from the date of application.

Date of Application \_\_\_\_\_

For a position as \_\_\_\_\_

Preference (grade or subject) \_\_\_\_\_

\_\_\_\_\_ Social Security Number

Name \_\_\_\_\_  
Last First Middle Maiden

Present Address \_\_\_\_\_  
Street City State & Zip Telephone

Permanent Address \_\_\_\_\_  
Street City State & Zip Telephone

Degree \_\_\_\_\_ College or University \_\_\_\_\_ Date \_\_\_\_\_ Teaching Fields 1 \_\_\_\_\_  
2 \_\_\_\_\_

Degree \_\_\_\_\_ College or University \_\_\_\_\_ Date \_\_\_\_\_ Teaching Fields 1 \_\_\_\_\_  
2 \_\_\_\_\_

Certification: Prov. \_\_\_\_\_ Prof. \_\_\_\_\_ State \_\_\_\_\_ Elementary \_\_\_\_\_ Secondary \_\_\_\_\_  
Standard \_\_\_\_\_ Mid Management \_\_\_\_\_ Other \_\_\_\_\_

Have you ever pled guilty or nolo contendere (no contest) to, or been convicted of a felony or a misdemeanor involving moral turpitude, regardless of the disposition (i.e., an actual sentence, suspended sentence, deferred adjudication, probation, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain on a separate sheet

(For Office Use only)

Interview date \_\_\_\_\_

Interviewed by \_\_\_\_\_

## TRAINING AND EXPERIENCE

Teaching Experience – Note: Do not include student teaching and substitute teaching  
 (List all teaching experience in descending chronological order starting with the current position.)

Continued on page 3

YEAR	SCHOOL DISTRCT	PRINCIPAL OR SUPERVISOR	SALARY	MONTHS EMPLOYED	NAME OF SCHOOL

**EDUCATION:**

Name of School or Institution	Course		Degree or Diploma	Date
	Major	Minor		
College				
Graduate Work				
Special				

List courses in which you have 18 hours or more.

English.....	Chemistry.....
Mathematics.....	Natural Science.....
Physics.....	Commercial Subjects.....
Home Economics.....	Foreign Language.....
Vocational Education.....	History.....
Music.....	Government.....
Art.....	Physical Education.....
Biology.....	.....
What was your Major? _____	Chief Minor? _____

(Send copy of transcripts obtained from your colleges)

**PERSONAL:**

1. Are you related, in any way, to any member currently serving on the RISD school board? \_\_\_\_\_  
 \_\_\_\_\_
  
2. Are you currently under contract in another district? \_\_\_\_\_  
 If yes, when does contract expire? \_\_\_\_\_ District \_\_\_\_\_



INSTRUCTIONS:

This application will be processed and placed on file for consideration when vacancies occur or are anticipated. When references have been returned, an interview may be requested. (This application will remain on file for ONE YEAR ONLY. It must be renewed, in writing, if further consideration is desired.)

IF EMPLOYED BY THIS DISTRICT, you will be required to provide the Office of the Superintendent with an official college transcript, a teaching certificate, teaching service records, oath of office, X-ray or tuberculosis test, physical examination and a recent photograph.

Have you requested that your Placement file be sent to the RISD? \_\_\_\_\_ (Recent graduates only)

ALL APPLICATIONS MUST BE TYPED OR PRINTED IN INK.

ALL APPLICATIONS MUST BE ACCOMPANIED BY A COPY OF THE APPLICANT'S COLLEGE TRANSCRIPT.

Out-of-state applicants must submit evidence of being entitled to a certificate in Texas in order to secure consideration.

**PERSONAL STATEMENTS**

Please include in longhand on an 8 ½" X 11" paper your answers to any two of the questions under your area of employment. If you wish you may give us additional information (resume) which might help us to be better acquainted with your personal and professional qualifications.

**ELEMENTARY APPLICANT:**

1. Identify and briefly describe any specific program you have worked with in teaching reading and state your philosophy to each approach as to its strengths and weaknesses.
2. Briefly state your philosophy on phonics and other skill-building activities in developing a reading program for children.
3. Briefly state your thoughts concerning what instructional skills a competent teacher should demonstrate.
4. List what you feel are your strongest assets relative to the position for which you are making application.

**SECONDARY APPLICANT:**

1. What basic skills, attitudes and knowledge do you feel students should achieve from your classes?
2. List the major objectives you would hope to accomplish in our teaching field.
3. Briefly state your thoughts concerning what instructional skills a competent teacher in your teaching field should demonstrate.
4. List what you feel are your strongest assets relative to the position for which you are making application.


The detailed information sought here will be carefully evaluated in considering a candidate. The accuracy and completeness of the form is absolutely essential.

"I hereby affirm that the information given by me in this application is true and complete to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application, or discharge, if I have been employed.

I have applied for employment with the Refugio Independent School District. I hereby give the District permission to make inquiries of references and former employers concerning my performance in the past and general character. The permission form enclosed may be attached to requests for information, and I hereby authorize the party receiving this form to give full and complete information as may be requested by the Refugio Independent School District. I further agree that the information requested may become a part of my personnel file if I am employed by the District.

\_\_\_\_\_  
Applicant's Signature

Refugio I.S.D. is an equal opportunity employer that does not discriminate in employment on the basis of age, sex, race, religion, national origin, disabilities, or on the basis of the employee's exercise of constitutional rights.

	<b>REFUGIO INDEPENDENT SCHOOL DISTRICT</b>	
	Office of the Superintendent	212 W. Vance Refugio, Texas 78377 361/526-2325 Fax 361/526-2326

Confidential\*

### Criminal History Check Addendum to Application

The Refugio I.S.D. is authorized by state law to obtain criminal history record information on applicants the district intends to employ (Texas Education Code Section 22.083). The information requested below is necessary to obtain criminal history record information.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Drivers License No.

\_\_\_\_\_  
State

\_\_\_\_\_  
Birth date (Month, Day, Year)

Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Ethnic:

\_\_\_\_\_ Black

\_\_\_\_\_ White/Other

I understand the information that 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.  
APPLICANT or EMPLOYEE NAME (Please print)

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

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

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES <input type="checkbox"/> NO <input type="checkbox"/>	_____ initial
Purpose of CCH:	_____
Hire <input type="checkbox"/> Not Hired <input type="checkbox"/>	_____ initial
Date Printed:	_____ initial
Destroyed Date:	_____ initial
<b>Retain in your files</b>	

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Applicant’s Signature

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