

**HASKELL CONSOLIDATED
INDEPENDENT SCHOOL DISTRICT**

605 North Avenue E P O Box 937
Haskell, Texas 79521

**Employment Application for Service and Support Personnel
(Substitute)**

The Haskell CISD considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

Haskell CISD is An Equal Opportunity Employer

PERSONAL DATA

Date of Application _____ Social Security Number _____

Name _____
LAST FIRST MIDDLE INITIAL

Current Address _____
Street or Box City State Zip Code

Email Address: _____

Home Phone _____ Cell Phone _____

Name used on records (if different from present name) _____

POSITION DATA

Position for which you are applying _____
(If multiple positions are desired, fill out more than one application)

What campus(es) would you like to substitute at _____

Type of Employment: Full-time ___ Part-time ___ Summer Only ___

Date Available: _____

Former School District Employee? ___ If so, list districts and dates employed:

Are you a Teacher Retirement System retiree? _____

If yes, what year did you retire? _____

Special Skills

List Specific skills and/or any machines or equipment you can operate. Include typing speed and number of year's experience.

- 1. _____ 4. _____
- 2. _____ 5. _____
- 3. _____ 6. _____

GENERAL INFORMATION---To be completed by ALL APPLICANTS:

Are you aware of any reasons you would not be able to perform the duties of the position for which you are applying? ____yes ____no If yes, please explain:

Do you have any relative who is a member of the Haskell CISD Board of Education? ____yes ____no If yes, give the name of the relative and relationship:

Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? ____yes ____no If yes, 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.)

EDUCATION / TRAINING

Check highest level attained

____ Not high school graduate (Circle last grade completed.)

1 2 3 4 5 6 7 8 9 10 11 12

____ High school graduate ____ GED

____ Less than two years college ____ Two or more years college

____ Bachelor's degree ____ Master's degree

____ Other training or education _____

Licenses/certifications held _____

Schools Attended: List all applicable information.

Name of School and Location	Major/Minor	Diploma/Degree or Certificate	Year Graduated (College only)
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WORK EXPERIENCE

Please provide a complete listing of all jobs or positions you have held in the past 10 years. List most recent first. Attach additional sheets if necessary. Attach resume, if available. [Bus driver applicants, see Addendum]

Employer and Location	Position/Title	Dates Employed	Reason for Leaving
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REFERENCES

Full Name of Reference _____	Full Name of Reference _____
School/Firm Name _____	School/Firm Name _____
Position/Title _____	Position/Title _____
Phone Number _____	Phone Number _____
Mailing Address _____	Mailing Address _____

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Position/Title _____	Position/Title _____
Phone Number _____	Phone Number _____
Mailing Address _____	Mailing Address _____

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for desiring a position with Haskell Consolidated Independent School District.

VERIFICATION

I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and I 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 parties from all liability for any damage that may result from furnishing same to you.

I understand that the district is required by Texas Education Code 21.917 to obtain criminal history record information on applicants for employment.

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 a period of time not to exceed 360 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

Signature of Applicant

Date

To: **Haskell CISD Substitute Applicants**

From: Brenda Turner

Subject: **FINGERPRINTING REQUIREMENTS**

In order for Haskell CISD to offer employment to an applicant, including substitutes, the applicant must be fingerprinted and be in compliance with Senate Bill 9.

In order to have your fingerprinting done, you must do the following:

1. You will receive an email with a link of the website to set up your fingerprinting.
2. Schedule an appointment with an L-1 Enrollment Services facility (<http://www.l1enrollment.com>). When scheduling your appointment you must have your FAST Pass in hand and pay fees before appointment can be finalized. This fee must be paid online with a credit card of approved debit card. If you do not have either card, a pre-paid/one-time use credit card can be obtained from an online source or certain financial institutions or retail outlets.
3. Take your FAST pass, receipt from online payment, and photo identification (driver's license, state issued identification card, etc.) to your scheduled appointment. (It is recommended that you keep your FAST pass until you are sure your prints have been cleared and are completed.
4. Bring your receipt from the fingerprinting location to the administration office so it can be placed in your file.

The cost for fingerprinting is approximately \$45.

You will receive a letter and required paperwork to be completed upon the completion of the background check, after you do the steps above.