

HAPPY INDEPENDENT SCHOOL DISTRICT

P.O. Box 458
Happy, TX 79042
806-558-5331 ** 806-558-2070 Fax

SUPPORT PERSONNEL APPLICATION

Happy ISD is an equal opportunity employer.

During the selection and employment process, individuals shall be employed without regard to race, creed, color, age, sex, religion, marital or veteran status, medical condition, disability, or any other legally protected reason.

PERSONAL DATA

Date of application: _____

Name _____
Last First Middle

Address _____
Box/Street City, State Zip

Phone _____
Home Cell Other

Other name that may appear on records: _____

POSITION DATA

List the position(s) for which you are applying: _____

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Instructional aide | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Office assistant | <input type="checkbox"/> Food service |
| <input type="checkbox"/> Classroom substitute | <input type="checkbox"/> Bus driver |

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 (college only)

... where success is expected, respected, and rewarded.

WORK EXPERIENCE

Provide a list of all other jobs you have held in the past 10 years.

Employer name/location supervisor's name/phone	Position/title held	Dates employed	Reason for leaving

SPECIAL SKILLS

List specific skills, software proficiency, and any machines or equipment you can operate. Include number of years experience.

GENERAL INFORMATION

Do you have a relative that is a member of the Happy ISD Board of Trustees? Yes No
 If yes, give name and relationship to board member:

CRIMINAL HISTORY

The district is required by section 21.917 of the Texas Education Code to obtain criminal history information on all applicants for employment. Have you ever been convicted of, or plead 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.

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 number

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 the same to you.

I understand that this district is authorized by Texas Education Code to review criminal history of applicants.

This application becomes the property of the district. The district reserves the right to accept or reject it.

Signature of applicant

Date

*Please send completed application and any attachments to:
HAPPY INDEPENDENT SCHOOL DISTRICT
P.O. BOX 458
HAPPY, TX 79042*

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CRIMINAL HISTORY RECORD INFORMATION
CONSENT AND RELEASE FORM FOR APPLICANT

I, _____, am an applicant for employment with Happy ISD and have been advised that as a part of the application process, the employer conducts a criminal history background check. I do hereby consent to the employer use of any information provided during the application process in performing the criminal history check. The employer has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the employer. Under the Fair Credit Reporting Act, I have been advised that upon request, I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance, and source of all information.

Last name First name Middle name

Maiden and/or other last names used

City County State

Date of birth Social security number Driver's license number

Gender Ethnicity
Male Black White
Female Hispanic Other

I understand that the information I am providing about age, gender, 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.

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer.

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (excluding minor traffic violations) If YES, please explain.
Yes No

2. Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal criminal offense? If YES, please explain.
Yes No

3. Have you ever received probation or community supervision for any federal, state, or criminal offense? If YES, please explain.
Yes No