

# BOOKER INDEPENDENT SCHOOL DISTRICT

## PROFESSIONAL APPLICATION

Main and Mitchell Road  
 P. O. Box 288 Booker, TX 79005  
 Ph: (806) 658-4501

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.  
*An Equal Opportunity Employer*

Date _____		Social Security Number _____	
Name _____		_____	
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>	
Current Address _____		_____	
<i>Physical Address</i>		<i>City</i>	<i>State</i> <i>ZIP Code</i>
Current Mailing _____		_____	
<i>Postall Address</i>		<i>City</i>	<i>State</i> <i>ZIP Code</i>
Home Phone _____		Cell Phone _____	
Work phone _____		E-mail _____	
Other name(s) that may appear on records _____			
<i>(Used only for reference checks)</i>			

List the position(s) you are applying for \_\_\_\_\_

Date you can begin work \_\_\_\_\_

Have you been employed by Booker ISD in the past?       Yes       No

If you answered yes, provide dates of employment \_\_\_\_\_

Name and Location of College Attended	Course of Study and Major/Minor	Diploma, Degree, Certificate, or License Held	Year Graduated College only

Office Use Only

Date Received: \_\_\_\_\_ Interviewed by: \_\_\_\_\_ Submitted to Board on: \_\_\_\_\_ Board Approval: YES / NO

CC:

Certificate or License currently held:

- None
- Valid Texas
- Valid Other State (specify) \_\_\_\_\_
- Texas Emergency
- Texas One-Year: Expires \_\_\_\_\_
- Texas Temporary Administrative: Expires \_\_\_\_\_

Areas of Specialization:

- Administrator
- Elementary
- Secondary (JH/HS) Subject Area(s): \_\_\_\_\_
- Counselor
- Vocational (specify) \_\_\_\_\_
- Special Education (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

List teaching experience beginning with most recent.

Name and Location of School	Type of Assignment	Dates Taught	Reason for Leaving

Please provide a list of all other jobs or administrative positions you have held  
 In the past 10 years. Attach additional sheets if necessary. Attach resume if available.

School District/Firm Name	Position/Title	Dates Employed	Reason for Leaving

Do you have a relative who serves on the Booker ISD Board of Education?

Yes     No    If yes, please provide the relative ' s name and relationship:

\_\_\_\_\_

Have you ever been convicted of or plead guilty or no contest (nolo contendere) to 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, please state where, when, and the nature of the offense; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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.)

Please list references the District can contact regarding your work history.  
Please include all managers and supervisors who evaluated or supervised your  
Performance at your last two employers.

Full Name of Reference	Title	District or Firm Name	Mailing Address	Phone Number

## Statement Concerning Employment

Please provide and attach a statement concerning reasons for desiring a position with Booker Independent School District.

### Information Check List

Please include the following information in addition to this application.  
If a requested item is unavailable please state reason.

- College Transcripts \_\_\_\_\_
- Resume with References \_\_\_\_\_
- Teacher Certification (if available) \_\_\_\_\_
- Criminal History (please find below) \_\_\_\_\_
- Statement concerning reasons for desiring employment

### Statement of Affirmation

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 the previous 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 the District is authorized by Texas Education Code § 22.083 to obtain criminal history record information on applicants the District intends to employ.

\_\_\_\_\_  
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 a period not to exceed one year. 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.

\_\_\_\_\_

**Please return to the Administration Office at the address listed above for consideration.**

# BOOKER INDEPENDENT SCHOOL DISTRICT

## Criminal History Consent and Release Form

The Booker 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. In addition all applicants are required by Senate Bill 9 to submit fingerprint information to the Texas Department of Public Safety.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
First Name Middle Name Last Name Suffix

\_\_\_\_\_  
Mother's Maiden Name Social Security Number

\_\_\_\_\_  
Physical Address Mailing Address

\_\_\_\_\_  
City State Zip Country

\_\_\_\_\_  
Home Phone Work Phone Cell Phone

\_\_\_\_\_  
Date of Birth Gender Height ft. in. Weight lbs. Hair Color Eye Color

\_\_\_\_\_  
Race (White, Black, Asian, Indian, Hispanic, other) Place of Birth State Country of Citizenship

\_\_\_\_\_  
Drivers License or State ID Number Issuing State Drivers License Type

I understand that failure to disclose any convictions of any felony or misdemeanor involving moral turpitude, not limited to but including sexual or violent crimes involving a student or minor, will result in discharge or refusal to hire for employment as stated in the district policy under "Employment Requirements and Restrictions DBA Criminal History and Credit reports".

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 provide an explanation below:  YES  NO
2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?  
If YES, please provide an explanation below:  YES  NO
3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?  
If YES, please provide an explanation below:  YES  NO
4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?  
If YES, please provide an explanation below:  YES  NO
5. As of the date of this authorization, do you have any pending criminal charges against you?  
If YES, please provide an explanation below:  YES  NO

Please list all places of residence after the age of 18. If more space is needed, please on the back.

City/Town	County	State

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information proves to be incorrect or incomplete that grounds for the canceling of any and all offers of employment will exist and may be used at the discretion of the employer.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 identifiers 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 conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

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 make an appointment with L1 Enrollment Services, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company, L1 Enrollment 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 _____	NO _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

**Pre-Employment Affidavit for Applicant Offered Employment**

For purposes of this affidavit:

**Adjudication and conviction** refer to a conviction, plea of guilty or no contest (*nolo contendere*), probation, suspension, or deferred adjudication.

**Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

**Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following:

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
  
  - I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_.
  
  - I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: \_\_\_\_\_.
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