

Colorado Independent School District

Application Filing Instructions

1. Completed Application Form

All information requested on the application form should be filled out accurately and completely. Names, dates, and addresses should be given in full. Put n/a where information does not apply. A resume may not be substituted for a completed application form. Sign the application and return it with all pertinent documents to the Personnel Office at P. O. Box 1268, Colorado City, Texas 79512

2. References

References are called for on the application form. Professional references are most important and should include only those persons who have supervised either the applicant's teaching and/or training experience. If an adequate number of references are available in a college placement file, an applicant with **no** previous teaching experience may satisfy requirements for recommendations by requesting that his/her file be sent to the Personnel Office.

3. College Transcripts

Upon applying for a teaching position, it is the responsibility of the applicant to provide the Personnel Office with current (copies only) college transcripts which include all college work, professional training, and degree confirmations. These should be attached to the application form.

4. Teaching Certificate

A copy of your Texas Teacher Certificate, out-of-state certificate or college letter indicating you have applied for a certificate must be submitted with your application.

5. Employment Eligibility Verification

It is the responsibility of the applicant to provide evidence of identity and employment eligibility. The following documents are required:

Copy of valid (unexpired) Texas Driver's License or State Issued I.D. and one of the following:

Copy of Original Social Security Card

Birth Certificate

United States Passport

Certificate of US Citizenship

Certificate of Naturalization

Alien Registration Card w/photograph

6. When your application and all required credentials have been received your application becomes active for one year. At the end of the one year period, you may write or call to keep it active for an additional year. Please notify the Personnel Office by telephone or letter if you obtain employment elsewhere.

7. Please keep us advised of any change of name, address or telephone number.

8. You will be contacted by our office either by telephone or letter if and when you are considered for employment

Colorado Independent School District

Application For Professional Employment

Personnel Department
 P.O. Box 1268
 Colorado City, TX 79512



325-728-3721
 Fax 325-728-1015

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application: _____ Social Security number: _____
	Name _____ <small>Last First Middle Initial</small>
	Current Address _____ <small>Street/Box City State Zip</small>
	Other address where you may be reached: _____
	Work phone: _____ Home phone: _____
	Other name that may appear on records: _____ <small>(Used for certification, reference, and criminal history record check)</small>
	Have you ever been employed by CISD? <input type="radio"/> Yes <input type="radio"/> No If yes, please list position: _____ From: _____ to _____
Position Data	Are you currently employed in another school district? <input type="radio"/> Yes <input type="radio"/> No If yes, name of district: _____
	Have you ever been terminated for cause, been asked to resign, had a contract non-renewed, or left employment involuntarily? <input type="radio"/> Yes <input type="radio"/> No If yes, explain: _____
	Are you a retired teacher participating in Texas-TRS? <input type="radio"/> Yes <input type="radio"/> No
	Check all positions for which you are applying and are qualified:
	<input type="checkbox"/> Pre-k/Kindergarten <input type="checkbox"/> Vocational _____ <input type="checkbox"/> Counselor <input type="checkbox"/> Assistant Principal
	<input type="checkbox"/> Elementary, (1-6) <input type="checkbox"/> Spec. Ed _____ <input type="checkbox"/> Librarian <input type="checkbox"/> Principal
	<input type="checkbox"/> Elem. Bilingual <input type="checkbox"/> Music _____ <input type="checkbox"/> Nurse <input type="checkbox"/> Other _____
Certification	<input type="checkbox"/> Middle School, (6-8) _____ <input type="checkbox"/> All Level _____
	<input type="checkbox"/> High School (9-12) _____
	Check extracurricular activities you are qualified to sponsor:
	<input type="checkbox"/> Yearbook <input type="checkbox"/> Cheerleading/Wolverines/Flag Corp <input type="checkbox"/> Newspaper
	<input type="checkbox"/> Clubs _____ <input type="checkbox"/> Coaching _____
	<input type="checkbox"/> UIL/Academics _____ <input type="checkbox"/> Other _____
	<input type="checkbox"/> Valid Texas <input type="checkbox"/> Valid out of state _____ <input type="checkbox"/> None/Degree only _____
Attach a copy of your Teacher Certificate/License.	
Has your employment with any Texas school district caused you to be placed on a permit or one year certificate? <input type="radio"/> Yes <input type="radio"/> No If yes, list type of permit(s): _____	
If you are a recent college graduate, have you taken all of the required ExCETS? <input type="radio"/> Yes <input type="radio"/> No If no, list what you are pending: _____	

Education/Training	Name/Location of Schools	Degree/Diploma	Major Bachelor/Master	Minor Bachelor/Master	Date of Graduation

Bachelor's Grade Point Average (GPA) _____

List in order all work and teaching experience beginning with the most recent. (attach separate sheet if necessary)

Teaching Experience	Name/Location of Schools	Position/Title	Dates Employed	Reason for leaving

Professional Data	Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.
	Papers/articles published
	Seminars/workshops conducted
	Other related professional activities
	Have you ever been convicted of, 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)? <input type="radio"/> Yes <input type="radio"/> 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.)

Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.

References	Full name of reference	School district/ Firm name	Mailing Address	Position/Title	Telephone 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 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.

Date signed

Legal signature of applicant

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 12 (twelve) months. If you have not received a response during this time period, you may reapply or reactivate your application.