



SANTA MARIA INDEPENDENT SCHOOL DISTRICT

P.O. BOX 448

SANTA MARIA, TEXAS 78592

PHONE: (956) 565-6308 * FAX: (956) 565-0598 * HR@SMISD.NET

EMPLOYMENT APPLICATION FOR TUTOR, SERVICE AND SUPPORT PERSONNEL

We consider 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.

AN EQUAL OPPORTUNITY EMPLOYER

Date of Application: _____ Social Security #: _____

Name: _____
 Last First Middle Initial

Current Address: _____
 Street/Box City State Zip Code

Work Phone#: _____ Home Phone #: _____ Email: _____

Position for which you are applying for: _____

Type of Employment: Full Time ___ Part Time ___ Summer Only ___ Date Available: _____
 Former Santa Maria ISD Employee: Yes ___ No ___

If yes, give dates of employment: _____ to _____

Check highest educational 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

___ Two or more years of College ___ Less than two years of College

___ Bachelor's Degree ___ Master's Degree

___ Other Training or Education: _____

Licenses/Certifications held:

Please indicate number of college hours: _____ (attach transcript if available)

Schools attended: List all applicable information

Name of School & Location	Course of Study Major/Minor Fields	Diploma, Degree or Certificate(s)	Year Graduated (College Only)

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

Employment and Location	Position/Title	Dates Employed	Reason for Leaving

List specific skill and/or any machines or equipment you can operate. Include typing speed and number of years of experience.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Do you have a relative who is a member of the Santa Maria ISD Board of Trustees?

Yes _____ No _____

If yes, please give the name of the relative and the relationship:

Name _____

Relationship _____

Have you ever been convicted of a felony or offense involving moral turpitude? (Including, but not limited to, theft, rape, murder, swindling or indecency with a minor) Yes _____ No _____

If yes, please state where, when and the nature of the offense:

(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.)

Please list below references who may be contacted regarding your work history. Please include all Manager/Supervisors at the last two employing organizations who evaluated or supervised your performance.

Full Name of References	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 commissions 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 same to you.

I understand that the District is authorized by Texas Education Code §22.083 (b) to obtain criminal history record information on applicants selected for employment.

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this period may inquire as to whether or not applications are being accepted at this time.

 Signature of Applicant

 Date

It is the policy of Santa Maria I.S.D. not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

The District Title IX Coordinator is Elizabeth A. Stenhouse * HR@SMISD.NET * 956-565-6308 ext. 1010

**SANTA MARIA INDEPENDENT SCHOOL DISTRICT
CRIMINAL HISTORY INFORMATION REQUEST**

Confidential

The Santa Maria 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.

Please print legibly:

Name _____
Last First Middle

Social Security Number _____ Date of birth _____

Driver's License _____
State and Number

Mailing Address _____
Street City State Zip

Sex: Male Female Ethnicity: Black White/Other

I understand that the information 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 Office of HR.