



**SANTA ROSA INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
P.O. BOX 368/ 232 JESUS T. AVILA AVENUE
(956) 636-9800 Ext: 101 • FAX (956) 636-9890
www.santarosaisd.org**

CLASSIFIED EMPLOYEE APPLICATION PACKET

1. Letter of Intent

In narrative form, please state your intent to apply for a Classified Position with the Santa Rosa Independent School District; one letter of intent per position is required. Please include the title of position, date of announcement, your social security number, and all other information you deem pertinent. Please do not exceed one page.

2. Application Form

All information requested on the application form should be accurately and completely filled out. Names and dates and addresses should be provided in full. Put N/A where information does not apply. Please sign the attached release and nepotism and return them along with the application to the Human Resources Department, P.O. BOX 368, Santa Rosa, Texas 78593

3. References

Three (3) references from those persons who have supervised either the applicant's teaching and/or work experience are required. It is the responsibility of the applicant to provide the evaluation form to the references who will return the form to the Human Resources Department. The applicant will have access to the references once submitted

4. High School Transcripts/GED Certificate (Not Required for Manual Trades Positions)

Official transcripts with cumulative grade point averages are required as appropriate. Official transcripts may be submitted by the applicant or mailed directly to Human Resource Department from the high school. It will be the responsibility of out-of-country applicants to secure a transcript evaluation, which indicates degree obtained as well as cumulative grade point average, from an approved agency. A copy of the appropriate Texas GED Certificate or out-of-state GED certificate must be submitted

5. Requirements for Instructional ParaProfessionals (Aides): College Transcripts and Resume

All instructional paraprofessionals in a program supported with Title I funds must have a high school diploma or equivalent. You must have completed two years of study from an accredited institution of higher education or have obtained an associate's (or higher). Remedial courses will not be accepted. Official transcripts with degree confirmation and cumulative grade point averages are required as appropriate. Official transcripts may be submitted by the applicant or mailed directly to the Human Resource Department from the college or university. It will be the responsibility of out-of-country applicants to secure a transcript evaluation, which indicates degree obtained as well as cumulative grade point average, from an approved agency.

Resume Please provide a professional listing of your educational background, work experience, hobbies, in-service and all other information you deem pertinent.

Please Note: Items #1, #2, #4 and #5 must be submitted together.

6. Your application becomes active when all credentials and references have been received. Your application will be kept active one year. Please notify the Human Resource Department in writing of any change of name, address, telephone number, or if you obtain employment elsewhere after submitting an application for employment with SRISD. Inquires concerning applications and/or vacancies should be addressed directly to the Human Resources Department between the hours of 8:00 to 5:00 p.m. Monday through Friday.

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APPLICATION FOR CLASSIFIED EMPLOYMENT

I. PERSONAL INFORMATION

(PRINT IN INK OR TYPE INFORMATION)

Date of Application: _____ **Date Available for Employment:** _____
Name: _____ **Social Security Number:** _____
Address: _____ **City:** _____ **State:** _____ **Zip Code** _____
Home Telephone Number :() _____ **Business/Office Telephone: ()** _____

Have you ever been employed with SRISD? Yes No If YES, Please list Position: _____

Are you currently employed in another school district? Yes No If YES, Name of District _____

Have you been or are you currently on a professional growth plan in another district? Yes No

Have you ever been terminated for cause, been asked to resign, had a contract non-renewed, or left employment involuntarily?
 Yes No If yes, Explain _____

Are you a retired teacher participating in Texas-TRS Yes No

II. POSITION INFORMATION

Bus Drivers must pass physical examination a drug test.

Check all positions for which you are applying and are qualified:

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Bus Driver | <input type="checkbox"/> Clerk | <input type="checkbox"/> Substitute Teacher | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Warehouse | <input type="checkbox"/> Secretary | <input type="checkbox"/> Maintenance Worker | |
| <input type="checkbox"/> Custodian | <input type="checkbox"/> Special Education Aide | <input type="checkbox"/> Substitute Custodian | |
| <input type="checkbox"/> Food Service Employee | <input type="checkbox"/> Teacher Aide | <input type="checkbox"/> Substitute Cafeteria Worker | |

III. EDUCATIONAL BACKGROUND

List High School, GED, College and Universities information

Name of Institution	Location	Type of Degree/Diploma	Major Bachelor/Master	Minor Bachelor/Master

List in order all work or teaching experience beginning with most recent (Attach separate sheet if necessary)

From Mo/Yr	To Mo/Yr	Name and Address of Employer	Position	Immediate Supervisor	Area Code and Phone Number	Reason for Leaving

V. REFERENCES

Full Name of Reference	School District/Firm Name	Mailing Address	Position/Title	Area Code and Phone Number

The applicant has the responsibility of securing letters of recommendations for Human Resources Department. Three (3) reference forms are enclosed for use. You must send a form and a stamped envelope (Addressed to Santa Rosa ISD, Human Resource Dept., P.O. Box 368, Santa Rosa, Texas 78593).

VI. PROFESSIONAL DATA

List specific skills and/or any machines or equipment you can operate: _____

List licenses and/or certification held: _____

Have you ever been convicted of a felony or any offense involving moral turpitude? Yes No

Have you ever been probation, deferred adjudication, pleaded no contest, or served time in prison? Yes No

If YES, explain: _____

I hereby affirm that all information provided on this form is true and accurate. I also understand that an employment contact based upon information contained in this application which later proves to be false or incomplete shall result in the contract becoming null and void or terminated. Furthermore, it is understood that this form and any other related documents become the property of the District. The District reserves the right to accept or reject an application.

_____ day of _____ 20_____

_____ Legal Signature of Applicant

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RELEASE FORM

I hereby give the Santa Rosa Independent School District permission to make inquiries on references of former employers concerning my performance in the past. This permission form may be attached to request information and I hereby authorize the party receiving this form to give full and complete information of any and all records, transcripts, data sheets, services records, letters of recommendation, police records, criminal history records, ect., as may be requested by the Santa Rosa Independent School District. I agree that the information requested will not be disclosed to me but will be treated as confidential by the District, and I waive all rights to see this information.

(Please print or type the following information)

Full Name _____	SSN _____	
Address _____		
City _____	State _____	Zip Code _____
Ethnicity: _____	Date of Birth: _____	
Signature _____	Date _____	

**SANTA ROSA INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

CRIMINAL HISTORY CHECK AUTHORIZATION AND INFORMATION FORM

Conviction of a crime is not an automatic bar to consideration for employment continued employment, except where employment is prohibited by Texas law or SRISD policy for certain convictions. For other offense, factors such as the date of the offense, the period between the offense and the present, the nature and seriousness of the offense, and the present, the nature and seriousness of the offense, and rehabilitation will be considered by the Santa Rosa Independent School District.

CRIMINAL HISTORY INFORMATION

Applicants for employment and employees of the Santa Rosa Independent School District are requested to complete this Criminal History Check Authorization and Information form in compliance with Chapter 22, Subchapter C of the Texas Education Code (or as subsequently revised). The following information will be used solely for the purpose of assisting SRISD in conducting a Criminal History Check (local, state and national). Failure to provide all of the information requested will result in rejection of an applicant or discipline, up to and including termination, of an employee.

Name: _____ Social Security Number: _____

Mailing Address: _____

Male Female Date of Birth: _____ Ethnic identifier: _____

List all aliases or former names, including maiden names, and list dates of use: _____

Have you ever pled guilty or nolo contendere (no contest) or been convicted of any criminal offense (misdemeanor or felony) other than moving violations and/or parking tickets? Yes No

If yes, provide complete information on all criminal offenses, including dates, location (city and state), and disposition. Use additional sheets if necessary.

If you are currently serving any of the following for any criminal offense, check the appropriate box.

Pretrial diversion	Community supervision	Suspended sentence
Probation without adjudication of guilt	Probation	Deferred adjudication

For each box checked, provide complete information on the criminal offense, nature of program and date of completion. Use additional sheets if necessary.

ACKNOWLEDGMENT/ AUTHORIZATION

I acknowledge that I read and understand this form and certify that the above information and representations are true, correct and complete and contain no omissions. I understand that false, incorrect, misleading or incomplete information on this form will result in rejection of my application, or termination if employed. I understand that the Santa Rosa Independent School District (SRISD) will request a Criminal History Check after making a conditional employment offer and at certain times during employment, such as promotion, transfer, or performance evaluation. SRISD is required to submit certain identifying information in order to obtain a Criminal History Check. I authorize the use of the information provided herein for this investigation. I understand that the information provided will only be used to obtain a Criminal History Check. I also understand that additional information, including fingerprints, may be required in order to complete the Criminal History Check. I agree to provide additional information (including fingerprints) if requested by SRISD. I understand that if Criminal History Check discloses a conviction or other action which would make me unsuitable for employment in the position for which I have applied or in which I am working, I will be considered ineligible for employment and will not be transferred to another position.

Applicant's/ Employee's Signature _____

Date _____

These illustrations depict the relationships that violate the nepotism law.

CONSANGUINITY Board member/ Superintendent is prospective employee's:
(Blood) Kinship

First Degree	Parent	Child		
Second Degree	Grand-Parent	Grand-Child	Sister/ Brother	
Third Degree	Great Grand-Parent	Great Grand-Child	Aunt/ Uncle	Niece/ Nephew

AFFINITY Board member's / Superintendent's spouse is the prospective employee.
(Marriage) Kinship **OR**
Board member's / Superintendent's spouse is prospective employee's:
OR
Prospective employee's spouse is the Board member's / Superintendent's:

First Degree	Parent	Child	
Second Degree	Grand-Parent	Grand-Child	Sister/ Brother

NOTE: The spouse of two persons related by blood are not by that fact related. The affinity chart supposes only one affinity relationship between the board member / Superintendent and prospective employee through either of their spouse.

BOARD MEMBERS

- Mr. Andres ContrerasPresident
- Mr. Danny Theys.....Vice President
- Mrs. Dina Escamilla.....Secretary
- Mr. Ruben Canales.....Member
- Mr. Raul Garza.....Member
- Mr. Rogelio Guerra Jr.....Member
- Mr. Ramiro Ochoa.....Member
- Mr. Heriberto Villarreal.....Superintendent

I _____, hereby attest or affirm that (circle one) **I am / I am not** related to any member of the Board of Trustees of the Santa Rosa ISD or the Superintendent within three degree of consanguinity (blood relation) or by two degree of affinity (marriage).

If applicable, please indicate to whom you are related _____.

I fully understand that any false information contained here will be just cause for the immediate termination of my employment in this position.

Signature of Applicant _____ Date _____

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SECTION I. TO BE COMPLETED BY THE APPLICANT: UPON COMPLETING THIS SECTION, PLEASE FORWARD TO A FORMER SUPERVISOR/INSTRUCTOR.

Applicant's Name : _____ Social Security Number: _____

Position Applying for: _____

Reference Name _____ Title in relationship to applicant _____

Company/School _____ Telephone # _____

AUTHORIZATION STATEMENT

I have applied for employment with the Santa Rosa I.S.D. I authorize SRISD to collect any information orally or in writing about my qualifications and past performance. I will not hold you or the organization liable for supplying any information regarding my employment. Thank you for your assistance.

Signature _____ Date _____

SECTION II. TO BE COMPLETED BY REFERENCE:
PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW.

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
General appearance, appropriate dress, grooming				
Exercises professional judgment in absences from work				
Accepts constructive criticism and supervision				
Communicates information effectively				
Demonstrates good judgment				
Establishes personal growth and career path				
Effectively diagnosis and addresses situations or conditions				
Displays a practical approach to problem solving				
Inspires cooperation and confidence				
Provides support and assistance when needed				
Is knowledgeable and current in field				
Is receptive to new ideas and changes				

FOR TEACHER POSITIONS ONLY, PLEASE ANSWER THE FOLLOWING:
PLEASE RATE THE APPLICANT BY CHECKING THE APPROPRIATE BOX BELOW:

CHARACTERISTICS	STRONG	ACCEPTABLE	NOT ACCEPTABLE	NO BASIS TO JUDGE/ COMMENTS
Handles matters in a fair and consistent manner				
Communicates student's successes and failures to parents				
Demonstrates ability to diagnose and address student needs				
Demonstrates knowledge of subject matter				
Encourages student performance consistent with abilities				
Uses a variety of instructional methods				
Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? _____

Would you recommend the applicant for the position desired? _____ Yes _____ No _____ Not at this time

Signature _____ Official Position _____ Date _____

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE. PLEASE MAIL THE REFERENCE TO THE DEPARTMENT OF HUMAN RESOURCES AT THE ADDRESS LISTED ABOVE.

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Assigns work which is relevant and purposeful				
Works well as part of an instructional team				

How long have you known the applicant? _____

Would you recommend the applicant for the position desired? _____ Yes _____ No _____ Not at this time

Signature _____ Official Position _____ Date _____

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LETTER OF INTENT

A separate Letter of Intent must be submitted for each position for which you are applying.

(Please type or print legibly)

Date _____

Full Name _____

Social Security Number _____

Address _____

City, State & Zip _____

Phone Number _____

I _____ wish to apply for the position of _____

I feel I am qualified for this position because _____

Sincerely,

Signature of Applicant