

# Employment Application Packet for Service and Support Personnel

Thank you for applying to join the Wildcat Family!

Please make sure you complete all the following forms in this application packet.

- Employment Application for Service and Support Personnel
- Pre-Employment Affidavit
- DPS Computerized Criminal History Verification
- Criminal History Information Addendum

# WE CAN NOT PROCESS YOUR APPLICATION WITHOUT THESE FORMS COMPLETED. These forms are fillable but you must PRINT and SIGN these forms.

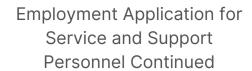
You may scan and email this packet back to: sjdouglas@cayugaisd.com

You may mail completed forms to: CAYUGA ISD Attn: Samantha Douglas HR Coordinator P. O. BOX 427 CAYUGA, TEXAS 75832

You may return these forms to Cayuga ISD Administration office located at 17750 N. US Hwy 287 Tennessee Colony, TX 75861 Use the High School Entrance and the Administration office is the first door to the left. CAYUGAISD Employment Application for Service and Support Personnel

We consider applicants for all positions without regard to race, color, national origin, religion, sex, marital, or veteran status, the presence of medical condition, disability, or any other legally protected status. Cayuga ISD is an Equal Opportunity Employer

FIRST NAME	MIDDLE INITIAL	LAST NAME		MAIDEN NAME		
DATE OF BIRTH (DD/MM/YYYY)	SOCIAL SECURITY NU	JMBER	DRIVERS LICE	NSE NUMBER	STATE	
PHYSI	CAL ADDRESS		CITY	STATE	ZIPCODE	
MAILI	NG ADDRESS		CITY	STATE	ZIPCODE	
CELL PHONE	HOME PHONE	CURRENT EM	IPLOYER	WORK PH	ONE W/ EXT	
OTHER NAME	S THAT MAY APPEAR ON RE	ECORDS (TO BE USED	FOR REFERENC	E CHECKS)		
LIST THE POSI	TIONS FOR WHICH YOU ARE	EAPPLYING		DATE YOU CAN	BEGIN WORK	
TYPE OF EMPLOYME	INT FULL TIME	PART TIM	E	SUMMER ONLY	(	
HAVE	YOU EVER BEEN EMPLOYED	BY CAYUGA ISD?	NO YES	5		
	IF YES PLEASE LIST DATES	5 OF PREVIOUS EMPL	LOYMENT			
DO YOU HAVE A RELATIVE WHO IS A MEMBER OF THE CAYUGA ISD BOARD OF TRUSTEES? NO YES						
IF YES	PLEASE PROVIDE THE NAM	IE OF RELATIVE AND	THE RELATIONS	HIP		
HAVE YOU EVER BEEN CONVI	CTED OF OR PLEAD GUILTY	OR NO CONTEST (NO	LO CONTENDER	E) OR		
					NO YES	
	MORAL TURPITUDE (INCLUDING, BUT NOT LIMITED TO, THEFT, RAPE, MURDER, SWINDLING, OR INDECENCY WITH A MINOR)?					
IF YES	PLEASE STATE WHERE, WH	IEN AND THE NATUR	E OF THE OFFEN	SE		

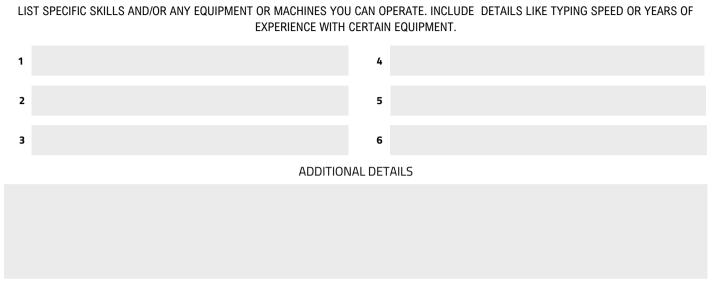


	CA	YUG	<b>A</b>	ISD	Ser	vice	nt Applie and Su nel Cont	ipp	ort	or		AF	PLICAN	Γ NAME
					EDUCATION									
NOT A	HIGH SCHOOL GRAI	DUATE (CHECK LAS	ST GRADE (		t nightest euu	Cation								
1	2	3	4	5	6		7	8	9		10	)	11	12
	HIGH SCHOOL GR	ADUATE			GED				L	LESS TH	AN TWO Y	'EARS CO	LLEGE	
	TWO OR MORE YE	EARS COLLEGE			BACHELOR'S D	EGREE			r	MASTER'	S DEGREI	E		
	OTHER TRAINING	OR EDUCATION												
	LICENSES / CERTI	IFICATIONS HELD												
			-		SCHOOLS	ATTEN	IDED							
NAME AN	NAME AND LOCATION OF SCHOOL				of study: INOR field		DIPLOMA		GREE, CEI CENSE HI		ATION	OR		RADUATE GE ONLY)
PLEASE F	PROVIDE A CO	MPLETE LIS	ting of		WORK EX OR POSITION ADDITIONAL	S YOU I	HAVE HELD I			10 YE#	ARS. L	.IST M	OST REC	ENT FIRS
EMPLOYER AND LOCATION				POSITIC	N / TITLE DATES EMPLOYED			REASON FOR LEAVING						
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**CAYUGA ISD** 

**Employment Application for** Service and Support **Personnel Continued** 

#### SPECIAL SKILLS



Please list references the	REFERENCES Please list references the District may contact regarding your work history, include all managers and supervisors who evaluated or supervised your performance at your last two employers.							
FULL NAME OF REFERENCE	SCHOOL DISTRICT / FIRM NAME	MAILING ADDRESS	POSITION /TITLE	AREA CODE / PHONE NUMBER				

#### AUTHORIZATION AND ACKNOWLEDGEMENT

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. 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 one year from application date. If you have not received a response during this time period, you may reapply or reactivate your application.

SIGNATURE OF APPLICANT

DATE



Approved by the Texas Commissioner of Education, May 2020.

## **Pre-Employment Affidavit for Applicant**

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit. For purposes of this affidavit:

- Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendre), 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:

### **Declaration of Applicant**

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001.

I declare under penalty of perjury that the foregoing is true and correct.

NAME (F	DATE OF BIRTH		
ADDRESS (STR	EET, CITY, STATE, ZIP CODE)		COUNTY
EXECUTED INCOUNTY	_ COUNTY, STATE OF TEXAS, ON THE		NTH YEAR
SIGNATU	RE OF DECLARANT		

I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.\*

\*This form will be processed separately and not shared with the hiring manager.



Rev. 09/2015

Applicant or Employee Name (Print)

acknowledge that a Computerized Criminal History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on <u>name and DOB</u> identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F. Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me <u>any</u> CHRI obtained using the <u>name</u> <u>and DOB</u> method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the <u>name and DOB</u> search. In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at <u>www.txdps.state.tx.us</u> <u>/Crime Records/Review of Personal Criminal History</u> or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me. (This copy must remain on file by this agency. Required for future DPS Audits)

SIGNATURE OF APPLICANT OR EMPLOYEE (OPTION	AL) DATE
AGENCY NAME (PRINT)	AGENCY REPRESENTATIVE NAME (PRINT)
SIGNATURE OF AGENCY REPRESENTATIVE	DATE

PLEASE CHECK AND INITIAL EACH APPLICABLE SPACE					
CCH REPORT PRINTED: YES NO	INITIAL				
PURPOSE OF CCH:	INITIAL				
EMPLOYEE VOLUNTEER / CONTRACTOR	INITIAL				
DATE PRINTED:	INITIAL				
DESTROYED DATE: INITIAL					
RETAIN IN YOUR FILES					



## CONFIDENTIAL

The Texas Education Code Section §22.083 (b) authorizes Cayuga ISD to obtain criminal history record information on applicants being considered for employment with the District. The information requested below is necessary to obtain criminal history record information.

NAME (LAST, FIRST, MIDDLE)							2	SEX	
							MALE	FE	EMALE
DATE OF BIRTH (MM/DD/YYYY)			PLACE OF BIRTH						
ETHNICITY	INDIAN	ASIAN/OTHER	AF	RICAN A	MERICAN	HISPA	ANIC	WHIT	E
DRIVERS LICENSE NUMBER				STATE	EXPIRATIO	ON DATE	CLASS TY	PE (A,B,C,	OTHER)

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply Cayuga ISD with any information concerning my background in connection with employment consideration, and I do release them from any liability and responsibility arising from doing so.

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 OF APPLICANT OR EMPLOYEE	DATE
PHONE NUMBER	EMAIL