



Cayuga ISD

Employment Application Packet for Professional 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 Professional 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:
jgonzales@cayugaisd.com

You may mail completed forms to:
CAYUGA ISD
Attn: 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.



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 NUMBER

DRIVERS LICENSE NUMBER

STATE

PHYSICAL ADDRESS

CITY

STATE

ZIPCODE

MAILING ADDRESS

CITY

STATE

ZIPCODE

CELL PHONE

HOME PHONE

CURRENT EMPLOYER

WORK PHONE W/ EXT

OTHER NAMES THAT MAY APPEAR ON RECORDS (TO BE USED FOR REFERENCE CHECKS)

LIST THE POSITIONS FOR WHICH YOU ARE APPLYING

DATE YOU CAN BEGIN WORK

CREDENTIALS INCLUDED
WITH APPLICATION

☐ RESUME

☐ TEACHING AND PROFESSIONAL CERT. OR
LICENSE (FRONT AND BACK ,IF APPLICABLE)

☐ TRANSCRIPTS SHOWING
DEGREES

HAVE YOU EVER BEEN EMPLOYED BY CAYUGA ISD? ☐ NO ☐ YES

IF YES PLEASE LIST DATES OF PREVIOUS EMPLOYMENT

DO YOU HAVE A RELATIVE WHO IS A MEMBER OF THE CAYUGA ISD BOARD OF TRUSTEES? ☐ NO ☐ YES

IF YES PLEASE PROVIDE THE NAME OF RELATIVE AND THE RELATIONSHIP

HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY OR NO CONTEST (NOLO CONTENDERE) OR
RECEIVED PROBATION, SUSPENSION, OR DEFERRED ADJUDICATION FOR A FELONY OR OFFENSE INVOLVING
MORAL TURPITUDE (INCLUDING, BUT NOT LIMITED TO, THEFT, RAPE, MURDER, SWINDLING, OR INDECENCY
WITH A MINOR)? ☐ NO ☐ YES

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.



APPLICANT NAME

CERTIFICATES OR LICENSE CURRENTLY HELD

☐ NONE ☐ VALID TEXAS ☐ VALID OTHER STATE ☐ EMERGENCY (TEXAS ONLY)

☐ TEXAS ONE-YEAR CERTIFICATE EXPIRES ON :

☐ TEXAS TEMPORARY ADMINISTRATIVE EXPIRES ON :

AREAS OF SPECIALIZATION

☐ ADMINISTRATOR	☐ ALL LEVEL ART	☐ NURSE
☐ SUPERINTENDENT	☐ ALL LEVEL HEALTH AND PE	☐ VISITING TEACHER
☐ PRINCIPAL	☐ ALL LEVEL MUSIC	☐ SUPERVISOR
☐ MID-MANAGEMENT ADMINISTRATION	☐ LIBRARIAN	☐ VOCATIONAL (SPECIFY)
☐ ELEMENTARY	☐ COUNSELOR	☐ OTHER (SPECIFY)
☐ ELEMENTARY AND KINDERGARTEN	☐ SPECIAL EDUCATION	☐ OTHER (SPECIFY)
☐ SECONDARY - JR. AND SR. HIGH (SPECIFY)		☐ OTHER (SPECIFY)

TEACHING EXPERIENCE

NAME AND LOCATION OF SCHOOL	COURSES OR TYPES OF ASSIGNMENTS	DATES TAUGHT	REASON FOR LEAVING

OTHER WORK EXPERIENCE

SCHOOL DISTRICT / FIRM NAME	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 religious persuasion.

PAPERS / ARTICLES PUBLISHED

SEMINARS / WORKSHOPS CONDUCTED

OTHER RELATED PROFESSIONAL ACTIVITIES

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

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

*Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) **must** submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

*The TEC §22A.055 affidavit requirement applies to all prospective employees and to service providers whose roles involve **direct contact or interaction with students**. The completion of a TEC §22A.055, affidavit is not required for individuals whose job duties do not fall into this category.*

Section 1 – Disclosure of Work History and Consent for Release of Records

Item	Response Selection
1. Have you previously been employed by or acted as a service provider for, or are you currently employed by or currently acting as a service provider for, a public or private school?	Yes No ☐ ☐
2. Do you consent to the release of your employment records as described below? <i>Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.</i>	Yes No ☐ ☐

Section 2 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Item	Response Selection
3. Have you ever been terminated, non-renewed, or discharged from employment by a public or private school?	Yes No ☐ ☐
4. Have you ever resigned with a public or private school in lieu of being terminated or discharged?	Yes No ☐ ☐

Item	Response Selection
5. Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D): • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; or • failed to maintain appropriate boundaries with a student or minor, as defined by board rule? <i>Adjudicated and convicted refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.</i> <i>Charged 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.</i>	Yes No ☐ ☐
6. Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or otherwise sanctioned in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes No ☐ ☐
7. Are you currently the subject of an inquiry, disciplinary action, review, or investigation, by a public or private school, a teacher-licensing agency, a law enforcement agency, or a court in Texas or another state in connection with alleged misconduct?	Yes No ☐ ☐
8. Have you ever been listed on the Texas Education Agency's Do Not Hire Registry under TEC §22A.151?	Yes No ☐ ☐

If you answered **Yes** to any question in Section 2, provide all relevant facts known to you pertaining to the matter, including, if applicable, whether the allegation was determined to be true or false.

Section 3 – Declaration of Applicant

A person commits an offense, a Class B misdemeanor if the person fails to disclose information required to be disclosed in this affidavit under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required by TEC §22A.055 is grounds for termination of employment or services.

By signing below, I affirm that the information and responses provided in this affidavit are true, complete, and correct to the best of my knowledge.

Name (First, Middle, Last)

Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code)

County

Signature

Date Signed



CAYUGA ISD

DPS Computerized Criminal History (CCH) Verification (AGENCY COPY)

Rev. 09/2015

I, _____,
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 name and DOB 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 any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB 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 [www.txdps.state.tx.us/CrimeRecords/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) 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 (OPTIONAL)

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



CAYUGA ISD

Criminal History Record Information Addendum

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)			SEX		
			☐ MALE	☐ FEMALE	
DATE OF BIRTH (MM/DD/YYYY)		PLACE OF BIRTH			
ETHNICITY	☐ INDIAN	☐ ASIAN/OTHER	☐ AFRICAN AMERICAN	☐ HISPANIC	☐ WHITE
DRIVERS LICENSE NUMBER		STATE	EXPIRATION DATE	CLASS TYPE (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	