



EDUCATION/TRAINING	Schools Attended: <i>List all applicable information:</i>			
	Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

CERTIFICATION	Credentials must be included with application:	
	<input type="checkbox"/> All teaching and professional certificates ( <i>front and back, if appropriate</i> ) <input type="checkbox"/> All transcripts showing degrees <input type="checkbox"/> Other: _____	<ul style="list-style-type: none"> <li>• Type of certificate held now             <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Valid Texas</li> <li><input type="checkbox"/> Valid other state _____</li> <li><input type="checkbox"/> Passed all EXCET, waiting on certificate</li> </ul> </li> <li>• Certified teaching fields             <ul style="list-style-type: none"> <li>_____</li> <li>_____</li> </ul> </li> </ul>

TEACHING EXPERIENCE	List teaching experience beginning with most recent years.			
	Name of School and Location	Type of Assignment	Dates Taught	Reason for Leaving
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total creditable years _____ ( <i>Full-time teaching in college, public school, or in an accredited private school is creditable.</i> )				

REFERENCES	Please list below references who may be contacted regarding your work history.			
	<u>Full name of Reference and Position/Title</u>	<u>School District or Firm Name</u>	<u>Mailing Address</u>	<u>Area Code/ Phone Number</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

## EMPLOYMENT EXPERIENCE

List each job held, starting with the present or last job. Include military service assignments. If you need additional space, please continue on a separate sheet of paper.

	Dates From	To	Total Years Experience
Employer			
Address	Telephone( ) _____		
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address	Telephone( ) _____		
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address	Telephone( ) _____		
Job Title/Work Performed			
Supervisor			
Reason for Leaving			
	Dates From	To	Total Years Experience
Employer			
Address	Telephone( ) _____		
Job Title/Work Performed			
Supervisor			
Reason for Leaving			

**FOR TEACHING POSITIONS -**

Please describe the learning atmosphere you hope to promote for our students.

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- All Texas school districts are authorized to obtain any criminal history information relating to an applicant for employment, by H.B. 1498 (TEC21.917). Have you ever been convicted of a felony or offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and 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.)

### DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. (This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]).

### AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Gilmer Independent School District.

In compliance with the Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## DISTRICT FINGERPRINTING PROCEDURES

Effective January 1, 2008, applicants offered employment must be fingerprinted as required by law under Senate Bill 9.

### ➔ Procedures for the fingerprinting process will be:

1. Complete ALL information on this form.
2. Submit the form to Superintendent's Office for upload to the State Board for Educator Certification (SBEC).
3. A FAST Fingerprint Pass authorization form will be sent to the district. The applicant will be notified to pick up the FAST Pass.
4. The applicant will schedule an appointment to be fingerprinted either online at [www.iisfingerprint.com](http://www.iisfingerprint.com) or by phone at 1-888-467-2080.
- 5. Payment must be made at the time of fingerprinting with a check or money order.**
6. Applicants must take their FAST Pass form and photo identification (driver's license, state issued identification card, etc.) to their scheduled appointment. It is recommended that the applicant keep possession of their FAST Pass until they are sure their prints have cleared and approved by the Texas Education Agency.
7. After completing the fingerprinting process, bring the **ORIGINAL receipts and verification of fingerprinting** to the Superintendent's Office.
8. Reimbursement:
  - For non-certified applicants: Gilmer ISD will reimburse the fingerprinting fees (\$50.20) after 30 days of employment upon receipt of proper documentation. (ORIGINAL receipt for payment and verification of fingerprinting.)
  - Substitutes: Gilmer ISD will reimburse the fingerprinting fee (\$50.20) after a substitute has worked for three full days, six half-days, or a combination totaling three full days.
  - The maximum reimbursement to any employee or substitute will be the cost of the fingerprinting fee of \$50.20.

### **Information required to be submitted to the State Board of Educator Certification (SBEC):**

#### PLEASE PRINT

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

DL State: \_\_\_\_\_ DL Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### **For notification purposes of the FAST Pass:**

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

➔ The Texas Education Agency will review these records and determine non-employability under the guidelines stated in Senate Bill 9. However, the district may withdraw an employment offer at any time if there is activity on an applicant's criminal history; the district does not have to wait until TEA renders a decision before withdrawing the offer of employment.

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