

EMPLOYMENT APPLICATION FOR SERVICE AND SUPPORT PERSONNEL

Work Experience	Please provide a complete list of all positions you have held in the past 10 years. List the most recent first. Attach additional sheets if necessary (bus driver applicants, see addendum). Attach résumé if available.			
	Employer and location	Position/title	Dates employed	Reason for leaving
Special Skills	List specific skills and any machines or equipment you can operate. Include typing speed and number of years of experience.			
	1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____			
General Information	Do you have a relative who serves on the La Grange ISD Board of Education? Yes No If yes, please provide the relative's name and relationship: _____ _____			
	Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any 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 _____ _____ _____ (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.)			

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R e f e r e n c e s	Please list references the district can contact regarding your work history. Please 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
V e r i f i c a t i o n	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 above 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.					
<div style="display: flex; justify-content: space-around;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> <p style="margin: 0;">Signature Date</p>					
<p>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 two years. If you have not received a response during this time period, you may reapply or reactivate your application.</p>					

La Grange Independent School District
REFERENCE PERMISSION



“I have applied for employment in the La Grange Independent School District. I hereby give the District permission to make inquiries of references and of former employers concerning my past performance and general character. This permission form may be attached to request for information forms used by the District, and I hereby authorize the party receiving this form to give full and complete information as may be requested by the La Grange Independent School District. I further agree that the information will not be disclosed to me but will be treated as confidential by the District, and I waive any right to see information.”

Applicant’s Signature

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Applicant’s Signature

La Grange Independent School District
ADDENDUM FOR SCHOOL BUS DRIVER APPLICANTS



Each person who applies to be a bus driver must provide the following information at the time of application. Note: Bus drivers must pass a physical examination and drug test.

An Equal Opportunity Employer

Personal Data

Name _____ Phone number _____

Hours available for work _____ Driver's license number _____ Type _____

Do you have a Texas School Bus Driver Training Certificate?..... Yes No

Have you ever had a driver's license suspended, revoked, or cancelled? Yes No

If you answered yes, explain:

Are there any criminal charges or proceedings pending against you? Yes No

If you answered yes, explain:

Have you ever been convicted of, pled guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for any traffic violation? Yes No

If yes, state where, when, and the nature of the offense _____

In the past two years, have you failed an employer's alcohol or drug test? Yes No

If you answered yes, explain _____

**La Grange Independent School District
ADDENDUM FOR SCHOOL BUS DRIVER APPLICANTS**



Driving Experience

Provide your work history information for the past 10 years on all jobs for which you were a driver of a commercial motor vehicle. List the most recent experience first. Continue on another sheet if necessary.

Employer address and phone	Kind of work	Dates employed	Reason for leaving

Verification

I hereby affirm that all the information provided in this application is true and accurate to the best of my knowledge and I understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I understand that the district is required by federal regulations to obtain alcohol and drug testing results from previous employers for two years prior to this application and required by Texas Education Code §22.084 and Transportation Code §521.022 (f) to conduct a criminal history record check.

Furthermore, I authorize the information I've provided to be used; previous employers to be contacted for investigative purposes; and release all parties from any liability for damage that may result from furnishing information to you.

Signature

Date

La Grange Independent School District
CRIMINAL HISTORY RECORD INFORMATION REQUEST



Confidential

The La Grange Independent School District is authorized by state law to obtain criminal history record information on individuals who intend to serve as volunteers for the district (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

Please print.

Name _____
Last First Middle

Date of birth _____ Sex: Male Female

Ethnicity: Black White/Other Social Security Number:

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 personnel office.