



## Hereford Independent School District

601 N. 25 Mile Ave  
Hereford, TX 79045  
(806) 363-7600



Dear Applicant:

We appreciate your interest in a position with the Hereford Independent School District. The following is provided to help you in completing the application.

### **GENERAL INFORMATION:**

All information requested on the application form should be filled out completely and signed by the applicant. References must be listed as requested. Include full names, title, telephone numbers with area codes and correct addresses with zip codes for all references.

If there is not an immediate vacancy for which you are qualified, your application will receive consideration as vacancies occur. This application becomes the property of the District. The District reserves the right to accept it or reject it. This application shall be considered for twelve months. You will need to reactivate your application after **twelve months** for continued consideration.

Submission of an application authorizes the school district to contact the references listed on the application for employment from any pertinent source and authorizes any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the school district any such record.

### **INFORMATION:**

#### **Requirements for completion of file after election:**

1. W-4 Form
2. I-9 Employment Verification Form
3. Drivers License/Social Security
4. Contract (if applicable)
5. Teacher Service Record (If applicable)
6. Complete Official Transcript(s), a copy of your High School Diploma or GED (which ever is applicable)
7. Valid Teacher's Certificate or Emergency Permit (if applicable)
8. Meet with Business Office (re: payroll, insurance, sick leave bank, direct deposit, and dental)

The Criminal History Record Release Form that is included with the application must be completely filled out and signed.

**Applications must be returned to the Hereford Independent School District Personnel Office. Our office hours are between 8:00 a.m. and 4:30 p.m. Monday –Thursday and 8:00 a.m. and 4:00 p.m. on Friday.**

Date Received \_\_\_\_\_

For Office Use Only  
Substitute: \_\_\_\_\_

**HEREFORD INDEPENDENT SCHOOL DISTRICT  
PERSONNEL DEPARTMENT**

601 N. 25 Mile Avenue  
Hereford, Texas 79045

Telephone: (806) 364-0606 or (806) 363-7600 Fax: (806) 363-7699

**Employment Application  
Personal Data**

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, the presence of a medical condition, disability, or any legally protected status.

*(An Equal Opportunity Employer)*

**Please note: This application will be on file for one (1) year from the date of application.**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Other name that may appear on records: \_\_\_\_\_  
*(For certification, criminal history and reference purposes)*

Current Address: \_\_\_\_\_  
Street City State Zip Code

Other address where you may be reached: \_\_\_\_\_

Work telephone number: \_\_\_\_\_ Home telephone number: \_\_\_\_\_

**Position Data**

**Position(s) for which you are applying for:**

Instructional Aide \_\_\_\_\_ Maintenance /Custodial \_\_\_\_\_  
Secretarial/Clerk \_\_\_\_\_ Transportation \_\_\_\_\_  
Food Service \_\_\_\_\_ Substitute Teacher \_\_\_\_\_

Type of employment: Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Summer Only \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Are you a former Hereford I.S.D. employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give date(s) of employment: \_\_\_\_\_

Are you a certified teacher? ( )Yes ( )No If yes, in what state are you certified? \_\_\_\_\_

If yes, how many years of teaching experience do you have? \_\_\_\_\_

Are you a retired teacher and receiving benefits from the Texas Teacher Retirement System? ( )Yes ( )No

If yes, what was your teaching field and/or grade level? \_\_\_\_\_

**\*\* DC Legal requires new hire reporting to include name, address and social security. After employment you will be required to submit your social security number.**

## Education and Training

**Please check the highest level attained:**

\_\_\_\_\_ High School graduate      \_\_\_\_\_ Bachelor's Degree      \_\_\_\_\_ Master's Degree

\_\_\_\_\_ Not a High School graduate (circle last grade completed)  
 1      2      3      4      5      6      7      8      9      10      11      12

\_\_\_\_\_ GED (give date completed: \_\_\_\_\_ )

\_\_\_\_\_ Two or more years of college

\_\_\_\_\_ Licenses and/or certifications held:

Schools attended - please list all applicable information (junior high, high school, colleges, etc.):

Name of school & location	Course of study, major/minor fields	Diploma, degree, certificate	Year graduated
High School:			
Technical School:			
College:			

## Work Experience

Please provide a complete listing of all jobs or positions you have held in the past ten (10) years. List the most recent job/position first. You may attach additional sheets if necessary. Please provide complete information on all jobs/positions held.

Name of Employer and Location	Your Position/Title	Dates Employed From                      To	Your Reason for Leaving

### Special Skills

List specific skills and/or any office machines or equipment you can operate. If you list typewriter, include your typing speed. Please list the number of years experience on each skill that you list.

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

### References

Please list below references who may be contacted regarding your work history. Please include all managers/supervisors at the last two (2) employing organizations who evaluated or supervised your performance. Please complete all information requested.

Full Name of Reference	Position/Title of Reference	School District or Company Name	Complete Mailing Address	Telephone Number

### General Information

Have you ever been convicted of or plead 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; indicate whether the charges were dismissed as a condition of probation, suspension, or deferred adjudication: \_\_\_\_\_

\_\_\_\_\_

Conviction of a felony is not an automatic bar to employment. The Hereford Independent School District will consider the nature, date, and relationship between the offense and the position for which the applicant is applying for.

Do you have a relative who serves on the HISD Board of Education? ( ) Yes ( ) No

If yes, please give the name of relative and relationship. \_\_\_\_\_

\_\_\_\_\_

## Verification of Information

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 any liability for any damage that may result from furnishing same to you.

I understand that the Hereford Independent School District is required by **Texas Education Code 22.083** to obtain criminal history record information on applicants the district intends to employ. The criminal history record release is attached to the application.

This application becomes the property of the Hereford Independent School District. The Hereford I.S.D. reserves the right to accept or reject it. This application shall be considered active for one (1) year from the application date. For your application to remain active after one (1) year, please call the Personnel Office with any updated information.

---

Signature of Applicant

---

Date of Application

