



**HEMPHILL INDEPENDENT SCHOOL DISTRICT**

P. O. Box 1950, HEMPHILL, TX 75948 (409)787-3371

[www.hemphillisd.net](http://www.hemphillisd.net)

**EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL**

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ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

ATTACH YOUR RESUMÉ.

(Attached resumés do not take the place of questions on the application. All questions and information requested must be completed.)

INCLUDE A COPY OF YOUR:

- DRIVER'S LICENSE
- SOCIAL SECURITY CARD
- COLLEGE TRANSCRIPT
- TEACHING CERTIFICATE

ALL EMPLOYEES ARE ELIGIBLE FOR 403 B PARTICIPATION



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## EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

### An Equal Opportunity Employer\*

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition or handicap that is not job related, or any other legally protected status.

Date of application _____				
<b>Personal Data</b>	Name _____ Social Security No. _____ <small style="display: inline-block; width: 150px; text-align: center;"><i>Last</i>                      <i>First</i>                      <i>M.I.</i></small>			
	Current address _____ <small style="display: inline-block; width: 150px; text-align: center;"><i>Street/Box</i>                      <i>City</i>                      <i>State</i>                      <i>ZIP Code</i></small>			
	Email address _____			
	Home phone _____ Cell phone _____ Work phone _____			
	Other name that may appear on records _____ <small><i>(Used for certification, reference, and criminal history record checks)</i></small>			
<b>Position Data</b>	List the position(s) for which you are applying _____			
	Credentials included with application:			
	<input type="checkbox"/> Résumé			
	<input type="checkbox"/> All teaching and professional certificates or licenses			
	<input type="checkbox"/> All transcripts showing degrees			
	Date you can begin work _____			
Have you been employed by Hemphill ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, provide dates of employment _____				
Are you a retired teacher? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If you answered yes, which state did you retire from? _____				
Highest Degree Level held: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate				
<b>Education/Training</b>	Name and location of schools attended	Course of study and major/minor	Diploma, degree, certificate, or license granted	Year graduated <small><i>(College only)</i></small>



HR Services



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<b>Certification/Licensure</b>	<p>Certificates or Licenses Currently Held:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Valid Texas</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>																																											
<b>Teaching Experience</b>	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name and location of school</td> <td style="width: 25%;"></td> <td style="width: 25%;">Name and location of school</td> <td style="width: 25%;"></td> </tr> <tr> <td>Type of assignment</td> <td></td> <td>Type of assignment</td> <td></td> </tr> <tr> <td>Dates taught</td> <td></td> <td>Dates taught</td> <td></td> </tr> <tr> <td>Principal's name and phone</td> <td></td> <td>Principal's name and phone</td> <td></td> </tr> <tr> <td>Reason for leaving</td> <td></td> <td>Reason for leaving</td> <td></td> </tr> <tr> <td>Name and location of school</td> <td></td> <td>Name and location of school</td> <td></td> </tr> <tr> <td>Type of assignment</td> <td></td> <td>Type of assignment</td> <td></td> </tr> <tr> <td>Dates taught</td> <td></td> <td>Dates taught</td> <td></td> </tr> <tr> <td>Principal's name and phone</td> <td></td> <td>Principal's name and phone</td> <td></td> </tr> <tr> <td>Reason for leaving</td> <td></td> <td>Reason for leaving</td> <td></td> </tr> </table>				Name and location of school		Name and location of school		Type of assignment		Type of assignment		Dates taught		Dates taught		Principal's name and phone		Principal's name and phone		Reason for leaving		Reason for leaving		Name and location of school		Name and location of school		Type of assignment		Type of assignment		Dates taught		Dates taught		Principal's name and phone		Principal's name and phone		Reason for leaving		Reason for leaving	
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	<p>Total creditable years _____ (Full-time teaching in college, public school, or in an accredited private school is creditable.)</p>																																											





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<b>Other Work Experience</b>	Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary. Attach résumé if available.				
	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
	Reason for leaving		Reason for leaving		
	Employer name and location		Employer name and location		
	Position/title held		Position/title held		
	Dates employed		Dates employed		
	Supervisor's name and phone		Supervisor's name and phone		
Reason for leaving		Reason for leaving			
<b>References</b>	Please list references the district can contact regarding your work history. Include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.				
	Full name of reference	School district/ firm name	Mailing address	Position/title	Area code/ phone number



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## EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

Please make a statement in your own words concerning your reasons for desiring a position with Hemphill ISD. (Attach additional sheets of paper if necessary.)

Personal Statement



HR Services



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<b>General Information</b>	<p>Do you have a relative who serves on the Board of Education or is an employee of Hemphill ISD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____</p> <p>_____</p> <p>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)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p>(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.)</p>
<b>Verification</b>	<p>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.</p> <p>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.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature <span style="float: right;">_____</span> 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 (2) years. If you have not received a response during this time period, you may reapply or reactivate your application.</p>

*\*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The district Title IX Coordinator is J. Reese Briggs, Superintendent, 409/787-3371.



HEMPHILL I.S.D.  
CRIMINAL HISTORY BACKGROUND CHECK  
CONSENT FORM

Texas public schools are required by state law to obtain criminal history record information on an application for employment with the district, all employed personnel, or involved in volunteer services in the public school system (Texas Education Code Section 22.083(a),(c); Gov't Code 411.097(b)). The information requested below is necessary to obtain criminal history record information. I understand the information I am providing about age, sex, and ethnicity will be used only for the purpose of obtaining criminal record information.

Name:		
Permanent Address:		
City, State, Zip:		
Home Phone:	Cell Phone:	
Social Security No.:	Date of Birth:	
Driver's License #:	State:	Expires:

Sex:  Male  Female

Ethnicity:  Native American  
 Asian American  
 Hispanic  
 Black  
 White  
 Other

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) 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, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/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 \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH:	_____
Empl ___ Vol/Contractor ___	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	