

Malone Independent School District

Linda D. Buffe, Superintendent

202 W. Apple St. ~ P. O. Box 38 ~ Malone, TX 76660

Phone: 254-533-2321 Fax: 254-533-5660

"Home of the Mustangs!"



Employment Application for Professional Personnel

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, disability, or any other legally protected status.

An Equal Opportunity Employer

Personal Data	Date of application _____ Social Security number _____ Name _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Last First Middle Initial </div> Current address _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Street/Box City State Zip Code </div> Other address where you may be reached _____ Work phone _____ Home phone _____ Other name that may appear on records _____ <small>(to be used for reference checks)</small>																																
Position Data	List the positions for which you are applying _____ Credentials included with application: <input type="checkbox"/> Resume <input type="checkbox"/> All teaching and professional certificates or licenses (front and back, if appropriate) <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you ever been employed by this school district? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, give dates of employment: _____																																
Education/Training	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Names and locations of schools attended</th> <th style="width: 25%;">Course of study: major/minor fields</th> <th style="width: 25%;">Diploma, degree, certificate, or license held</th> <th style="width: 15%;">Year graduated (college only)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Names and locations of schools attended	Course of study: major/minor fields	Diploma, degree, certificate, or license held	Year graduated (college only)																												
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Certification	<p>Certificate or license held currently</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"/> Emergency (Texas only)</p> <p><input type="checkbox"/> Texas one-year certificate: expires on _____</p> <p><input type="checkbox"/> Texas temporary administrative: expires on _____</p> <p>Areas of specialization</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><input type="checkbox"/> Administrator</td> <td style="width: 33%; border: none;"><input type="checkbox"/> All level art</td> <td style="width: 33%; border: none;"><input type="checkbox"/> Vocational (specify): _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Superintendent</td> <td style="border: none;"><input type="checkbox"/> All level health and PE</td> <td style="border: none;"><input type="checkbox"/> Nurse</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Principal</td> <td style="border: none;"><input type="checkbox"/> All level music</td> <td style="border: none;"><input type="checkbox"/> Visiting teacher</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Midmanagement administrator</td> <td style="border: none;"><input type="checkbox"/> Librarian</td> <td style="border: none;"><input type="checkbox"/> Supervisor</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Elementary</td> <td style="border: none;"><input type="checkbox"/> Counselor</td> <td style="border: none;"><input type="checkbox"/> Other (specify): _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Elementary and kindergarten</td> <td style="border: none;"><input type="checkbox"/> Special education (specify): _____</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Secondary (junior and senior high)</td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>				<input type="checkbox"/> Administrator	<input type="checkbox"/> All level art	<input type="checkbox"/> Vocational (specify): _____	<input type="checkbox"/> Superintendent	<input type="checkbox"/> All level health and PE	<input type="checkbox"/> Nurse	<input type="checkbox"/> Principal	<input type="checkbox"/> All level music	<input type="checkbox"/> Visiting teacher	<input type="checkbox"/> Midmanagement administrator	<input type="checkbox"/> Librarian	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Elementary	<input type="checkbox"/> Counselor	<input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Elementary and kindergarten	<input type="checkbox"/> Special education (specify): _____		<input type="checkbox"/> Secondary (junior and senior high)					
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Teaching Experience	<p>List teaching experience beginning with most recent years.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Names and locations of schools</th> <th style="width: 25%;">Type of assignment</th> <th style="width: 20%;">Dates taught</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Names and locations of schools	Type of assignment	Dates taught	Reason for leaving																				
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Other Work Experience	<p>Please provide a list of all other jobs or administrative positions you have held in the past ten years. Attach additional sheets if necessary. Please attach resume, if available.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">School district/Firm name</th> <th style="width: 25%;">Position/Title</th> <th style="width: 20%;">Dates employed</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				School district/Firm name	Position/Title	Dates employed	Reason for leaving																				
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Professional Data	<p>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.</p> <p>Papers/articles published _____ _____</p> <p>Seminars/workshops conducted _____ _____</p> <p>Other related professional activities _____ _____</p>																									
General Information	<p>Do you have a relative who is a member of the _____ SD Board of Trustees? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, please provide the name of the relative and the relationship: _____ _____</p> <p>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 offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>If yes, please state where, when, and the nature of the offense. _____ _____ _____</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>																									
References	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Full name of reference</th> <th style="width: 20%;">School district/ Firm name</th> <th style="width: 20%;">Mailing address</th> <th style="width: 20%;">Position/Title</th> <th style="width: 20%;">Area code/ Phone number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Full name of reference	School district/ Firm name	Mailing address	Position/Title	Area code/ Phone number																				
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Verification

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 same to you.

I understand that the District is authorized by Texas Education Code 22.083(b) to obtain criminal history record information on persons the District intends to employ.

Signature of Applicant

Date

This application becomes the property of the District. The District reserves the right to accept or reject it. This application will be considered active for ___ months. If you have not received a response during this time, you may reapply or reactivate your application.

