



Application for Support Staff Employment Albany Independent School District

Albany I.S.D.
P.O. Box 2050
Albany, TX 76430
(325) 762-2823

An Equal Opportunity Employer

Personal Data

Date of Application: _____

Name: _____

Last

First

Middle

Current Address: _____

Street/PO Box

City

State

Zip Code

Other Addresses where you may be reached: _____

Work Phone: (____) _____ Home Phone: (____) _____

Other name that may appear on records: _____

(Used only for reference checks)

Email Address: _____

Position Data

List the position(s) for which you are applying: _____ Date _____

If you answered yes, provide dates of employment _____

Education/Training

Highest Level of Education Attained: _____

| Name and Location of Schools Attended | Course of Study and Major/Minor | Diploma, Degree, Certificate, or License Held | Year Graduated |
|---------------------------------------|---------------------------------|---|----------------|
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Licenses or Certificates Held: _____

Other training related to position: _____

Other Work Experience

Please provide a list of all other jobs or administrative positions you have held in the past 10 years.

| Employer | Position/Title | Dates Employed | Reason for Leaving |
|----------|----------------|----------------|--------------------|
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Special Skills

List specific skills and/or machines and equipment you can operate. Include technology skills and years of experience.

General Information

Do you have a relative who serves on the Albany I.S.D. Board of Trustees?

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 offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or 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 of employment. The district will consider the nature, date, and the relationship between the offense and the position for which you are applying.)

References

Please list references we can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two jobs.

| Name | School District/ Firm Name | Mailing Address | Position or Title | 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 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.

Signature

Date

This application becomes property of the district. The district reserves the right to accept or reject it. **This application will remain active for one year from date of application.**

