

# Rio Brazos Education Cooperative

## 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 No. \_\_\_\_\_

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

Current Address \_\_\_\_\_

Other Address you may be reached at \_\_\_\_\_

Work Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Name used on records if different from present name \_\_\_\_\_  
(to be used for reference checks)

POSITION DATA

Position for which you are applying \_\_\_\_\_

Credentials included with application:

- Resume
- All teaching and professional certificates (front and back, if appropriate)
- All transcripts showing degrees

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

EDUCATION/TRAINING

Schools Attended (List all applicable information.)

Name of School and Location	Course of Study Major/Minor Fields	Diploma, Degree, or Certificate	Year Graduated (College Only)

**CERTIFICATION**

Type of certificate held now

- None
- Valid Texas
- Valid other state \_\_\_\_\_
- Emergency
- Texas one-year certificate: Expiration date \_\_\_\_\_
- Texas temporary administrative: Expiration date \_\_\_\_\_

Areas of Specialization

- Administrator
- Superintendent
- Principal
- Mid-management administrator
- Elementary and Kindergarten
- Elementary
- Secondary
- All level art
- All level health and PE
- Speech Therapy
- Educational Diagnostician
- Counselor
- Special Education (specify) \_\_\_\_\_
- Vocational (specify) \_\_\_\_\_
- Visiting Teacher
- Supervisor
- Nurse
- Other (specify) \_\_\_\_\_

**TEACHING EXPERIENCE**

List teaching/education experience beginning with most recent years.

Name of School and Location	Type of Assignment	Dates Taught	Reason for Leaving

**OTHER WORK**

Please provide a complete listing of all other jobs you have held in the past 10 years. Attach additional sheets if necessary. Please attach resume, if available.

Firm Name	Position/Title	Dates Employed	Reason for Leaving

<b>PROFESSIONAL DATA</b>	<p>Omit references to organizations that would reveal race, age, ethnic origin, or religious persuasion.</p> <ul style="list-style-type: none"> <li>• Publications/articles _____ _____</li> <li>• Seminars/workshops conducted _____ _____</li> <li>• Other related professional activities _____ _____</li> </ul>																									
<b>GENERAL INFORMATION</b>	<p>Do you have a relative who is a member of the West ISD Board of Education?</p> <p><input type="checkbox"/> yes    If yes, please give the name of relative and relationship. _____</p> <p><input type="checkbox"/> no        _____ _____</p> <p>Have you ever been convicted of a felony or offense involving moral turpitude? (including, but not limited to: theft, rape, murder, swindling, and indecency with a minor)</p> <p style="padding-left: 40px;">If yes, please state where, when, and the nature of the offense. _____</p> <p><input type="checkbox"/> yes        _____</p> <p><input type="checkbox"/> no        _____ _____</p> <p>(Conviction of a felony is not an automatic bar to employment. The Cooperative will consider the nature, date, and relationship between the offense and the position for which you are applying.)</p>																									
<b>REFERENCES</b>	<p>Please list below references that may be contacted regarding your work history. Please include all managers/supervisors at the last two employing organizations who evaluated or supervised your performance.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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 No.</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 No.																				
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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 required by Texas Education Code § 21.917 to obtain criminal history record information on applicants selected for employment.

This application becomes the property of the cooperative. The cooperative reserves the right to accept or reject it. this application shall be considered active for a period of time not to exceed 365 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Rio Brazos Education Cooperative

## Drug-Free Policy Form

All employees are required to read the Rio Brazos Education Cooperative's policy concerning the drug-free workplace. Employees are also required to sign and detach the form following the policy statement. The signed form will be placed in the employee's personnel folder.

The following policy is from the Rio Brazos Education Cooperative policy manual:

### 3.29 DRUG FREE WORKPLACE

- 3.29-1 Possession, use, distribution or being under the influence of illicit drugs or alcohol is prohibited at the RBEC, or any school facility and/or at any school/RBEC function of activity.
- 3.29-2 Employees who violate this prohibition will be subject to immediate dismissal from employment and possible referral for prosecution.
- 3.29-3 Compliance with these provisions and prohibition is a mandatory condition of employment.
- 3.29-4 Drug and alcohol counseling, rehabilitation and re-entry programs are available to employees. A list of such programs is available upon request to the Coordinator, Drug-Free Schools Program.
- 3.29-5 The RBEC will review its Drug-Free workplace policy annually.
- 3.29-6 All RBEC buildings are smoke-free.

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### Drug-Free Policy Signature Form

I have read the drug-free policy for Rio Brazos Education Cooperative and will abide by the policy set forth by this organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date