

***Texas 21st Century Community Learning Center/
Texas ACE (After School Centers on Education)***

APPLICATION FOR EMPLOYMENT

***TX 21st CCLC ACE Program
c/o Coleman I.S.D.
2302 South Commercial Avenue
Coleman, TX 76834***

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For: ___ Project Director ___ Site Coordinator ___ Family Engagement Specialist ___ Site Assistant	Date of Application:
--	----------------------

Last Name	First Name	Middle Name	Maiden Name
-----------	------------	-------------	-------------

Address	Street	City	State	Zip Code
---------	--------	------	-------	----------

Telephone Number(s): Email:	Social Security No. (<i>voluntary</i>)
------------------------------------	--

Best time to contact you is: : a.m./p.m.

Have you ever been employed with a school district before? Yes ___ No ___
 If yes, District: _____ Position: _____
 Dates: From _____ to _____

Do you have a relative who is a member of the Coleman ISD Board of Trustees? Yes ___ No ___
 If yes, please give the name of relative and relationship: _____

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Date available for work _____ / _____ / _____

Have you ever been convicted of a felony or misdemeanor involving moral turpitude, or
 pled guilty or received deferred adjudication for such crimes? Yes ___ No ___

Have you ever been arrested in connection with the above described crimes? Yes ___ No ___

EDUCATION

EDUCATION AND PROFESSIONAL PREPARATION						
Name of Institution	Location	Dates		Date of Graduation	Degree or Diploma	GPA
		From	To			
High School:		<i>High School dates not required</i>				
		<i>High School dates not required</i>				
College(s):						

Do you hold a valid Texas Teaching Certificate? Yes No

If yes, what areas are you certified to teach? _____

Specialized Skills:

Microsoft Office
 Microsoft Word
 Excel
 Windows 7
 Windows 8
 Other _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer		Dates Worked From To		Work Performed
Address				
Telephone No.				
Job Title	Supervisor			
Reason for Leaving				
2. Employer		Dates Worked From To		Work Performed
Address				
Telephone No.				
Job Title	Supervisor			
Reason for Leaving				
3. Employer		Dates Worked From To		Work Performed
Address				
Telephone No.				
Job Title	Supervisor			
Reason for Leaving				
4. Employer		Dates Worked From To		Work Performed
Address				
Telephone No.				
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

REFERENCES

REFERENCES				
PROFESSIONAL (List four Employers, Supervisors, Professional Business Persons, Professors, etc.)				
Full Name	School District/ Firm Name	Position	Mailing Address	Phone Number

PERSONAL (List two persons known for several years; these may also be educators)				
Full Name	School District/ Firm Name	Position	Mailing Address	Phone Number

APPLICANT'S STATEMENT

I hereby certify that the information herein to the best of my knowledge is true, accurate, and complete. Misrepresentation or fraud in any part of this application or interview(s) may be grounds for dismissal or refusal of employment. In the event of employment, I understand, also, that I am required to abide by all rules and regulations of the employer.

I hereby authorize Coleman I.S.D. to contact previous employees and references listed on this application. I agree that all information obtained by the District shall be confidential and shall not be made available to me. I also authorize C.I.S.D. to obtain any criminal history record information relevant to this application from any pertinent source in accordance with the provisions of the Texas Education Code Section 21.917, and I further authorize any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety and the Texas Department of Corrections to furnish C.I.S.D. any such records. (The District may use information obtained under this section only for the purposes of evaluating applicants for employment.)

I hereby understand and acknowledge that, unless employed in a professional or contract position, any employment relationship with this organization is of an at-will nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

APPLICANT'S SIGNATURE: _____ DATE: _____

RETURN TO:
 Coleman I.S.D.
 Attn: TX 21st Century Community Learning Center ACE Program
 2302 South Commercial Avenue
 Coleman, Texas 76834