

The First Public Schools in Texas
BRENHAM
 Independent School District

P.O. Box 1147 711 Mansfield St. Brenham, Texas 77834-1147 (979) 277-6500 Fax (979) 277-6515

Employment Application for Service and Support 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 _____
 Street / Box City State Zip Code

Other address where you may be reached _____

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 _____

Type of Employment: Full-time Part-time Summer Only

Date Available ___ / ___ / ___

Former Brenham ISD Employee: Yes No

(If yes, give dates of employment: _____)

Hours available for work: _____

EDUCATION / TRAINING

Check highest level attained.

Not high school graduate (Circle last grade completed.) 1 2 3 4 5 6 7 8 9 10 11 12

High school graduate GED Less than two years college

Two or more years college Bachelor's degree

Master's degree Other training or education _____

Licenses/certifications held _____

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)

GENERAL INFORMATION

• Do you have a relative who is a member of the Brenham ISD Board of Education? Yes No

If yes, please give the name of relative and relationship: _____

• Have you ever been convicted of a felony offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor) or placed on deferred adjudication? Yes No

(Conviction of a felony 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.)

SECRETARIAL / CLERICAL SKILLS

• Secretarial / Clerical Skills (If Applicable)

Typing Speed: _____ Words Per Minute

Please list computer software programs that you can use proficiently: _____

Please list office machines or equipment which you can operate proficiently: _____

Please list other office related skills that you possess: _____

TRADE SKILLS

TRADE	YRS. EXP.
<input type="checkbox"/> Automotive Body Mechanic	
<input type="checkbox"/> Automotive Mechanic	
<input type="checkbox"/> Bus Driver	
<input type="checkbox"/> Carpenter (Finish)	
<input type="checkbox"/> Carpenter (Rough)	
<input type="checkbox"/> Concrete Finisher	
<input type="checkbox"/> Cook/Food Service	
<input type="checkbox"/> Custodian - Building	
<input type="checkbox"/> Custodian - Grounds	
<input type="checkbox"/> Electrician	
<input type="checkbox"/> Electronic and Instruments	

TRADE	YRS. EXP.
<input type="checkbox"/> Floor Finisher	
<input type="checkbox"/> Glazier	
<input type="checkbox"/> Painter	
<input type="checkbox"/> Pipe Fitter	
<input type="checkbox"/> Plasterer	
<input type="checkbox"/> Plumber	
<input type="checkbox"/> Refrigeration	
<input type="checkbox"/> Sweeper	
<input type="checkbox"/> Tractor Driver	
<input type="checkbox"/> Truck Driver	
<input type="checkbox"/> Welder	

Explain why you have chosen Brenham ISD as a place of employment:

REFERENCES

Please list below references who may be contacted regarding your work history. Please 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 No.

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, if properly completed, will be kept on file as required by law for two years from date of receipt.

If desired you may attach a complete resume.

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 a period of time not to exceed 120 days. Any applicant wishing to be considered for employment beyond this period may do so by making inquiries as to whether or not applications are being accepted at that time and by making a written request to keep the application active for an additional period of time not to exceed 120 days.

Signature of Applicant

Date

Return completed application to:
BREHAM INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES
P.O. Box 1147, 711 Mansfield
Brenham, Texas 77834-1147
Phone: (979) 277-6500 Fax: (979) 277-6515

