

INSTRUCTIONS TO COMPLETE APPLICATION FOR CONTRACT PERSONNEL

(To be retained by the applicant)

READ CAREFULLY BEFORE STARTING TO COMPLETE THE APPLICATION FORM:

I. GENERAL INSTRUCTIONS

- A. Application forms are sent to all who request them, regardless of existing vacancies in the departments for which preference is expressed or the number of applicants whose papers are on file in this office. The issuance of such forms does not, therefore, imply that there are vacancies or that the candidate is under consideration for immediate appointment.
- B. The application becomes the property of the Mount Vernon Independent School District which reserves the right to accept or reject it. Submission of an application authorizes the school district to contact the references listed on the application, and to obtain any criminal history record information relevant to the application for employment from any pertinent source in accordance with the provisions of the Texas Education Code Section 21.917, and authorizes any law enforcement agency, including but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the school district any such record. (Addendum to Application must be returned with application.)

II. APPLICATION FORM

- A. All information called for on the application form should be filled out accurately and completely. Names, dates and addresses, where called for, should be given in full. Account for all time from entry into high school to the present.
- B. *References*
The department is interested in Professional References which should include only those persons who have supervised the applicant's teaching and training experience. Unsolicited letters of reference are not encouraged. Confidential inquiry from references will be solicited by the Personnel Office.
- C. *Enclosures*
A COPY OF TRANSCRIPTS OF COLLEGE WORK AND A COPY OF CURRENT TEACHING CERTIFICATE(S) MUST ACCOMPANY THIS APPLICATION; they become the property of the school district upon receipt.

Should you be selected and/or recommended for employment, the following credentials must be in your folder.

1. School District copy of your teacher certificate with the appropriate documentation (TECAT/EXCET).
2. Official transcripts of all degrees held.
3. Service records.
4. Recent graduates - a copy of application for certificate.

III. APPOINTMENTS TO POSITIONS

- A. *Basis of Appointment*
We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of medical condition, disability, or any other legally protected status.

B. *Time*

No eligibility list of candidates is maintained by the Mount Vernon Personnel Office. Employment must be made any time of the year as the need arises, although most of the vacancies occur during the summer and fall. It is, therefore, impossible to establish any date after which applications cannot be considered, since employment may become necessary at any time.

C. *Offer of Employment --Contracts*

An offer of employment is given to the applicant subject to the recommendation of the Superintendent and approval of employment by the Board of Education as required by state law.

IV. SALARIES

A "single schedule" of salaries is in operation, in the Mount Vernon ISD schools; which means that the salary of a professional employee is determined by his/her preparation and experience without regard to whether he/she teaches kindergarten, elementary grade, middle or high school. The initial salary is determined entirely by the salary schedule set by the State plus local benefits.

V. DEGREES AND CERTIFICATES

According to the laws of the state of Texas, every person paid for instructional work in public schools must have a registered valid Texas Teacher's Certificate with the Superintendent of Schools of that district. An applicant must have at least a bachelor's degree from an accredited college or university. Exceptions to the degree rule may be made for teachers or vocational and trade classes, who present trade and industrial training records in compliance with Texas Education Agency requirements. Graduates of a Texas college or university should contact the head of the education department of the college or university to secure a Texas Teacher Certificate. ALL THOSE HOLDING AN OUT-OF-STATE CERTIFICATE, WHO WISH TO BECOME CERTIFIED IN THE STATE OF TEXAS, SHOULD DIRECT ALL INQUIRIES TO THE STATE BOARD FOR EDUCATOR CERTIFICATION.

VI. RETIREMENT

All employees must participate in the Texas State Teacher Retirement System.

Application for Employment

Mount Vernon Independent School District--P. O. Box 98--Mount Vernon, Texas 75457

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.

(PLEASE PRINT)

Date of Application _____

Name _____
LAST FIRST MIDDLE

Present Address _____
Number Street City State Zip Code

Permanent Address _____
Number Street City State Zip Code

Telephone () _____ Social Security Number _____
Area Code

If we cannot reach you, whom may we call?

Name Address Telephone

(to be used for reference check)
Name used on records if different from present name: _____

CERTIFICATION

- Classroom Teacher Vo-Ed Teacher Special Ed. Other _____
- Principal Counselor Administrator _____

PLEASE CHECK FIELDS:

- Elementary Grades (PreK-3) -- Grades in order of preference: (1) _____ (2) _____ (3) _____
- Intermediate School (4-6)--Subjects in order of preference: (1) _____ (2) _____ (3) _____
- Junior High School (7-8) -- Subjects in order of preference: (1) _____ (2) _____ (3) _____
- High School (9-12) -- Subject in order of preference: (1) _____ (2) _____ (3) _____

Special Education -- Check:

- | | | |
|------------------------|--------------------------|---------------------------|
| EMR | Auditorially Handicapped | School Psychologist |
| TMR | Speech & Hearing Therapy | Educational Diagnostician |
| LLD | Emotionally Disturbed | Other |
| Visually Handicapped | Spec. Ed. Counselor | |
| Physically Handicapped | Early Childhood | |

Have you been discharged from or not re-employed in a teaching position during the last five years? _____

If so, when? _____ where? _____

Why? _____

Have you ever been convicted or been under investigation for a felony or offense involving moral turpitude (including, but not limited to theft, rape, murder, swindling, and indecency with a minor or received probation or deferred adjudication for the above.

Yes No If yes, explain _____
 (A "yes" response is not an automatic bar to employment. MVISD will consider the nature, date, and relationship between the offense and the position for which you are applying.)

Are you available to work: Full-Time Part-Time On what date would you be available for work? _____

EDUCATIONAL AND PROFESSIONAL PREPARATION

Names of Institutions	Location	Dates Attended		Degree or Diploma	Subject Major Sem Hrs.	Subject Minor Sem. Hrs.
		From	To			
High School		NA	NA			
Colleges						

1. You must send to the personnel office a copy of your teaching certificate.
2. You may request that the student placement official send your placement file to the attention of the Director of Personnel.

STUDENT TEACHING EXPERIENCE-IF LESS THAN 2 YEARS TEACHING EXPERIENCE

District	School	Dates		Subjects and/or Grades Taught	Name of Cooperating Teacher
		From	To		

EMPLOYMENT OTHER THAN TEACHING Non-Teaching Experience (List in chronological order)

From		To		Name of Employer	Address	Kind of Work
MO.	YR.	MO.	YR.			

TEACHING/EDUCATIONAL EXPERIENCE
Start with your present or last teaching or other educational position.

TOTAL YEARS OF EXPERIENCE _____

1	Employer	Telephone ()	Dates employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
2	Employer	Telephone ()	Dates employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
3	Employer	Telephone ()	Dates employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
4	Employer	Telephone ()	Dates employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					
5	Employer	Telephone ()	Dates employed		Work Performed
			From	To	
	Address				
	Job Title				
	Supervisor				
Reason for Leaving					

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

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience:

PROFESSIONAL REFERENCES: Give at least five references including superintendents, principals, supervisors, and in the case of beginning teachers, list your cooperating teachers and your college supervisor of student teaching.

Full Name of Reference	Work/Home Phone	Position	School Address	
			Street	City, State and Zip

MISCELLANEOUS DATA

CIRCLE THE ACTIVITIES YOU HAVE SPONSORED IN THE PAST: debate, public speaking, homerooms, class sponsor, playground activities, school paper, school annual, school clubs such as Math, Spanish, Science, Journalism, Drill Team sponsor, Cheerleader sponsor, etc.

1. What have you done recently to improve yourself professionally? Explain _____

2. What high school and college honors have you been awarded? _____

THIS APPLICATION WILL REMAIN ON FILE FOR ONE YEAR. IT MUST BE RENEWED ON A YEARLY BASIS if further consideration is desired. You will receive no further reply unless favorable consideration is given your application.

I hereby certify that the information presented in this application to the best of my knowledge is true, accurate, and complete. ANY FALSIFICATION OF THIS RECORD WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION . Furthermore, it is understood that this application becomes the property of the Mount Vernon Independent School District which reserves the right to accept or reject it. I hereby authorize Mount Vernon ISD to contact the references listed on this application, and to obtain any criminal history record information relevant to this application for employment from any pertinent source in accordance with the provisions of the Texas Education Code Section 22.083, and I further authorize any law enforcement agency, including but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the Mount Vernon Independent School District any such record. References, placement folder information, and information which become a part of this record may be revealed to all persons who participate in the selection of employees. In signing this application, I understand that all references and personal information become part of the application and are considered CONFIDENTIAL and will not be revealed to me. References are for pre-employment purposes, and will be destroyed when applicant is hired.

_____ Date

_____ Signature of Applicant

Return to: Lorri Agee, Superintendent's Secretary
 Mount Vernon ISD
 P. O. Box 98
 Mount Vernon, Texas 75457

Independent School District

P. O. Box 98
Mount Vernon, Texas 75457

OFFICE OF THE SUPERINTENDENT

Phone: (903) 537-2546 FAX: (903) 537-4784

Criminal History Record Information Addendum

Confidential*

The Mount Vernon Independent School District is required by state law to obtain criminal history record information on applicants for employment with the district (Texas Education Code Section 22.083). The information requested below is necessary to obtain criminal history record information.

PLEASE PRINT

NAME: Last _____ First _____ Middle _____

Social Security No. _____ Date of Birth _____

Sex: Male Female Ethnicity: Black White Other

I understand the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment, but will be used *solely* for the purpose of obtaining criminal history record information.

SIGNATURE: _____ DATE: _____

*This form will be removed from the application and filed separately in the personnel office.