

PARAPROFESSIONAL/AUXILIARY/SUBSTITUTE
APPLICATION

PALMER INDEPENDENT SCHOOL DISTRICT



Kevin Noack
Superintendent

303 Bulldog Way ♦ P.O. Box 790 ♦ Palmer, Texas 75152
(972) 449-3389 ♦ FAX (972) 845-2112

Date: _____ Position Sought: _____

Name: _____
Last First Middle

Address: _____
Street or P.O. Box City State Zip

Telephone: _____ Social Security#: _____ Email: _____

Are you presently employed with another school district? _____ Yes _____ No

If yes, name of school district and current position held _____

Date Available: _____ Have you previously held a position in Palmer ISD? _____ Yes _____ No

If yes, position and dates _____

Do you have any physical defects, sight or hearing defects that may affect performance of normal duties associated with the job for which you are applying? _____ Yes _____ No

If yes, please specify _____

EDUCATION

Give full and accurate data regarding your educational development or training:

High School _____

Did you graduate: ___ Yes ___ No If no, do have a GED? ___ Yes ___ No

Trade School or Community _____

Did you receive a degree? ___ Yes ___ No If yes, please specify _____

College _____ Major _____

Did you receive a degree? ___ Yes ___ No If yes, please specify _____

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REFERENCES

In supplying references, please use the name of persons who can give information regarding your character, personality, work habits, attendance, and abilities.

WORK REFERENCES:

1.	_____	_____	_____
	Name	Phone number	Position
2.	_____	_____	_____
	Name	Phone number	Position
3.	_____	_____	_____
	Name	Phone number	Position

PERSONAL REFERENCES:

1.	_____	_____	_____
	Name	Phone number	Position
2.	_____	_____	_____
	Name	Phone number	Position
3.	_____	_____	_____
	Name	Phone number	Position

Do you have a relative who is a member of the Palmer I.S.D. Board of Trustees? Yes No

If YES, please give name of relative and relationship _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor involving illegal conduct with a child? Yes No

If YES to either of the above please state the nature of the offense, date of conviction, and the jurisdiction for each conviction.

I hereby certify that the information in this application is true and correct.

Signature

Date

Pre-Employment Affidavit for Applicant

For purposes of this affidavit:

***Adjudication and conviction** refer to a conviction, plea of guilty or no contest (nolo contendere), probation, suspension, or deferred adjudication.*

***Charge** refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*

***Inappropriate relationship** refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.*

I declare the following:

- o I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- o I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **false**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.
- o I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. The charge, adjudication, or conviction was determined to be **true**. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction: _____.

Declaration of Applicant

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit, in accordance with Texas Civil Practices and Remedies Code section 132.001. An applicant who is offered employment will be asked to complete a notarized affidavit attesting to the same.

I declare under penalty of perjury that the foregoing is true and correct.

Name (First, Middle, Last)	Date of Birth
Address (Street, City, State, Zip Code)	County
Executed in _____ County, State of _____, on the _____ day of _____, _____.	
County	State
Date	Month Year

(Signature of Declarant)

*I understand that the date of birth I am providing will not be used to determine eligibility for employment but will be used solely for the purpose of this unsworn declaration.**

*This form will be processed separately and not shared with the hiring manager.

Approved by the Texas Commissioner of Education, October 2017.



PALMER INDEPENDENT SCHOOL DISTRICT CRIMINAL HISTORY AUTHORIZATION

EMPLOYEE

The Texas Education Code 22.083 authorizes a school district to obtain the criminal history record of every applicant for employment or volunteer service with a school district. Therefore, as a part of your application process, you need to complete the following:

PLEASE PRINT

_____	_____	_____	_____
Last Name	First Name	Middle Initial	Jr.,Sr., etc.
_____	_____	_____	_____
Social Security Number	Date of Birth	Race: White ___ Black ___	Hispanic ___ Other ___
Phone: _____	Email: _____		

Current Address:

City: _____ State: _____ Zip: _____

For each residence in the last five years, list the city, state, and dates:

_____	_____	_____	_____	_____
City	State	From (mm/yy)	To (mm/yy)	Last name at the time (if different)
_____	_____	_____	_____	_____
City	State	From (mm/yy)	To (mm/yy)	Last name at the time (if different)
_____	_____	_____	_____	_____
City	State	From (mm/yy)	To (mm/yy)	Last name at the time (if different)
_____	_____	_____	_____	_____
City	State	From (mm/yy)	To (mm/yy)	Last name at the time (if different)

Have you ever been convicted of or received deferred adjudication for a criminal offense? Yes No
If yes, please indicate the month, year, location, and type of each offense.

_____	_____	_____	_____	_____
Location (City and State)	Offense	Last Name	Year	Month
_____	_____	_____	_____	_____
Location (City and State)	Offense	Last Name	Year	Month

I understand that 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 filed in a locked cabinet in the personnel office.

(Rev. 02/28/2020)