

Instructions for Completing an Application for Employment

- Please print legibly.
- Fully complete all sections. Incomplete applications will not be processed.
- Applications may be:
 - Returned in person to: 11430 "A" Perry Road
Houston, TX 77064
 - Returned by mail to: Maintenance and Operations
11430 "A" Perry Road
Houston, TX 77064





Application for Employment
Cypress-Fairbanks Independent School District
Maintenance and Operations Department
 11430 "A" Perry Road
 Houston, Texas 77064
 (281)-807-8946/8947

For Office Use Only:	
CRC	_____
Drug	_____
Physical	_____
SBEC	_____

Date _____ 20 _____

POSITION DESIRED: Operations/Custodial Maintenance

Specify Position: _____

I. GENERAL INFORMATION

Name: _____
(Last) (First) (Middle) (Maiden)

Address: _____
(Street) (Apt #) (City) (State) (Zip)

Telephone #: _____ or _____ S.S. # _____ - _____ - _____

Driver's License # or ID # _____

Have you received any (moving) traffic citations in the previous three (3) years (from application date)? _____

If yes, state date(s) and nature of infraction(s): _____

Have you ever been convicted of a DUI/DWI? Yes No

If yes, when? _____ Where? _____

Have you held any driver's licenses in any states other than Texas? Yes No

If yes, which state(s)? _____ Date(s) license was held? _____

Are you presently employed? Yes No If yes, why do you desire a change? _____

Have you applied for other positions in the Cypress-Fairbanks District? Yes No

If yes, what position(s)? _____

How did you learn about employment with Cypress-Fairbanks I.S.D.? _____

II. EDUCATIONAL BACKGROUND & SKILLS

Check the highest level of education 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 in college

Two or more years in college Other training or education _____

Licenses/certifications held: _____

List any special skills/abilities that might enhance your application: _____

Give information regarding honors, sports, hobbies, student activities, etc. _____

Schools Attended: List all applicable information

Name of School and Location	Date of Attendance	Courses of Study Major/Minor Fields	Diploma, Degree or Certificate

III. EMPLOYMENT EXPERIENCE

List all work experience, starting 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, handicap, or other protected status. Use an additional sheet if necessary.

Employer		Dates Employed		Work Performed
		From	To	
Street Address Telephone #				
City	State Zip	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Street Address Telephone #				
City	State Zip	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Street Address Telephone #				
City	State Zip	Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

May we contact your present employer? **Yes** **No**

Have you ever been discharged, non-renewed, or terminated from employment, or have you ever resigned in lieu of discharge, non-renewal, or termination from any position? **Yes** **No**

If yes, please state place of employment, date and circumstances: _____

Do you have a relative who is either a member of the Cypress-Fairbanks I.S.D. Board of Education or who is employed in any capacity in the Cypress-Fairbanks I.S.D.? **Yes** **No**

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

Have you ever worked for Cypress-Fairbanks I.S.D.? **Yes** **No**
If yes, when and where? _____

Please explain in your own handwriting why you want to work in the Cypress-Fairbanks school system.

IV. CRIMINAL RECORDS

Have you ever been convicted of a felony, misdemeanor, or any other offense other than a minor traffic infraction?
 Yes **No**

If "yes", please explain: _____

Signature of Applicant

Date

Have you ever been charged for a felony, misdemeanor, or other offense other than a minor traffic infraction for which you received probation or for which a court received a plea of guilt or a plea of nolo contendere (no contest) resulting in your placement under deferred adjudication? **Yes** **No**

If "yes", please explain: _____

Conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship of the offense to the position for which you are applying.

I authorize the school district to contact the listed employers and hereby release the district from any liability and responsibility arising from doing so. I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. I understand that any falsification, misrepresentation or willful omission of facts shall be sufficient cause for disqualification or dismissal upon discovery of such facts.

Signature of Applicant

Date

The Cypress-Fairbanks Independent School District is an equal opportunity employer and operates all of its educational programs without discrimination on the basis of race, national origin, religion, gender, age, or disability.

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT
CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK

Texas school districts are authorized to obtain criminal history information relating to an applicant for employment (TEC22.083). Board Policy includes the following:

- Obligation to Report** In accordance with Board Policy DH (Local), employees of the District have an ongoing duty to report to his or her immediate supervisor when and if the employee is arrested for certain misconduct or convicted of any crime other than a minor traffic offense.
- Consequence of Failure to Report** Any employee who fails to report an arrest or conviction of a crime, as required under Board Policy DH (Local), will be subject to disciplinary action up to and including termination.
- Consideration by District** Conviction of a crime will not result in an automatic termination. However, the District will consider the following factors in determining what action, up to and including termination, should be taken against the employee who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the employee is assigned.

I am an applicant for employment with the Cypress-Fairbanks Independent School District and have been advised that, as part of the application process, the District will conduct a criminal history background check. I do hereby consent to the District's use of any information provided during the application process in performing the criminal history check. The District has informed me that I have the right to challenge any negative information reported, within a reasonable time frame established at the sole discretion of the District. In compliance with the Fair Credit Reporting Act, I understand that I will be provided the name, address and telephone number of the reporting agency for any information provided to the District. I also understand that the District is prohibited by law (Government Code 411.085) from disclosing any information on my background received from the Texas Department of Public Safety but that I may obtain the record directly from TDPS. I further understand that I may challenge information received from the FBI which results in a denial of employment.

Have you ever been convicted of a felony, misdemeanor, or any other offense other than a minor traffic infraction?

Yes _____ No _____

If yes, please explain circumstances: _____

Have you ever been charged for a felony, misdemeanor, or other offense other than a minor traffic infraction for which you received probation or for which a court received a plea of guilty or a plea of nolo contendere (no contest) resulting in your placement under deferred adjudication?

Yes _____ No _____

If yes, please explain circumstances: _____

I hereby certify that all information provided is true, correct, and complete. I understand that if any information is found to be incorrect or incomplete, it may be grounds for cancellation of any or all offers of employment or grounds for termination of employment at the discretion of the District.

Signature

Date

NOTE: Upon receipt by the DISTRICT, this information will be separated from your application, will not become a part of your pre-employment file, and will be maintained in a secured file.

Please make sure both sides of this form are complete.

Revised 2/09