



Dallas County Schools

Strengthening Education Through Service

612 N. Zang Blvd. Dallas, Texas 75208 (214) 944-4545

APPLICATION FOR EMPLOYMENT

VERIFICATION

I hereby affirm that all information provided within this application is true and accurate to the best of my knowledge, and understand that any deliberate falsifications, misrepresentation, or omission of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize references listed within this application to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing same to you.

I understand that Dallas County Schools is required by Texas Education Code Chapter 22 to obtain criminal history record information and submit fingerprint information to the Texas Department of Public Safety on applications selected for employment. I also understand that Dallas County Schools will conduct a background check on all applicants in order to determine employment eligibility.

This application becomes the property of Dallas County Schools and they reserve the right to accept or reject it. This application shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period may inquire as to whether or not applications are being accepted at that time.

I agree to submit to pre-employment post-offer, drug and/or alcohol test.

I further understand that Dallas County Schools may use this information in evaluating me for employment purposes.

Signature of Applicant

Date

PERSONAL DATA

Name (Last, First, Middle) _____ Social Security # _____

Current Street Address _____ Apt. _____ City _____ State _____ Zip _____

() _____ () _____
Home Phone Other Phone

Position for which you are applying: _____

If employed, can you provide proof of U.S. Citizenship? Yes No
Are you 18 or older? Yes No

Have you ever been convicted of a crime as follows:

- 1. a felony within the last seven (7) years or any felony involving crimes of violence; Yes No
- 2. any criminal offense involving a child or the issuance of a protective restraining order against such an individual in order to protect a family member; Yes No
- 3. unlawfully using or carrying a firearm or other deadly weapon within the last seven (7) years Yes No
- 4. misdemeanor assault punishable as a Class "A" misdemeanor within the last seven (7) years; Yes No
- 5. any drug offense; Yes No
- 6. driving while intoxicated within the last seven (7) years Yes No
- 7. a misdemeanor or moral turpitude within the last three (3) years? Yes No

Are there any criminal charges or proceedings pending against you? Yes No

Are you currently under active probation or other form of court supervision? Yes No

List all States and Cities/Counties where you have lived:

State	City/County	Dates of Residency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have changed your name, used an assumed name, nickname, etc.....please provide those other names:

Do you have a relative who is a member of the Dallas County Schools Board of Trustees? Yes No
If "yes" please name Board member: _____

Do you have a relative who is currently an employee of Dallas County Schools? Yes No
If "yes" please name the employee(s) and your relationship to them.

Have you worked for Dallas County Schools before? Yes No
If "yes", give dates of employment. _____

Are you retired through TRS and receiving a monthly income? Yes No

If "yes", effective date of your retirement? ___/___/___
(Proof of effective date TRS Healthcare status required.)

Are you currently employed by another school district? Yes No District _____ Position _____

Have you submitted finger prints to another school district and/or the Texas Department of Public Safety (DPS)? Yes No
If "yes", what District _____ When _____

Texas School Bus Driver's Certification: Yes No Expiration Date: _____ Region: _____

Driver's License # / Identification # Expiration Date Type/Class Endorsements State

Have you ever had your license revoked or cancelled? Yes No _____

If "yes", please explain: _____

Have you been ticketed or convicted of any traffic violation? Yes No

If "yes", please list the violations below:

Offense	Date	State
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever been issued a driver's license from another state? Yes No If "yes", which state(s): _____

Please read the following and initial where indicated:

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I understand that Dallas County Schools will conduct a background check on all applicants in order to determine employment eligibility. **Initial** _____

Applicants for a job position such as a School Bus driver or other position in which the operation of a school bus is an essential part of the position responsibilities;

- Must submit to and successfully pass a State required post offer/pre-employment physical examination and annual examination throughout employment. **Initial** _____
- Are required to provide Dallas County Schools an official copy of your driving record, including all convictions for the state or states other than Texas where you have been issued a driver's license in the last seven (7) years. Dallas County Schools must have the driving record before and applicant can be considered for employment. **Initial** _____

EDUCATION RECORD

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Diploma GED

List your education since high school, including college, business, technical, trade, correspondence and military service schools.

School Name	City, State	From Year	To Year	Major/Minor Or Course Title	Certificate	Degree

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Work Experience

Please specify work history for the past ten (10) years, listing the most recent employer first.

Employer	Address/Phone	Job Position	Employment Dates	Reason Left	CDL Required
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N
					Y / N

References

List three (3) work references who are familiar with the quality of your work, have worked directly with you, and have known you for at least two (2) years.

Name	Address	Phone #	Occupation