



Strengthening Education Through Service

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

INTERNAL APPLICATION

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 the district is required by Texas Education Code 22.083 to obtain criminal history record information on applications selected for employment.

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 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)

Employee ID #

Current Street Address

Apt.

City

State

Zip

() _____
Home Phone

() _____
Other Phone

Position for which you are applying: _____

What is your current job title? _____ What service center do you work for? _____

Only complete the section below if you are applying for a position which requires the operation of a school bus.

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

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

If "yes", please explain: _____

Do you have any traffic or criminal cases pending against you? Yes No

Please read the following and initial where indicated:

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

_____ A. Must submit to and successfully pass a State required post offer/pre-employment physical examination and
Initials an annual examination throughout employment.

_____ B. Are required to provide Dallas County Schools an official copy of your driving record, including all convictions
Initials 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** an applicant can be considered for employment.

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. _____

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	Degree or Certificate

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

Human Resources Office Use Only

Application Logged: _____/_____/_____

Employee Selected for Interview: Yes / No

Date/Time of Interview: _____

Interviewed By: _____

Employee Offered Position: Yes / No

Revised 5/1/07