

APPLICATION FOR PROFESSIONAL PERSONNEL EMPLOYMENT

Comfort Independent School District

P.O. Box 398 – 327 High Street

Comfort TX 78013

(830)995-6400

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.

An Equal Opportunity Employer

Statements of instructions and policy:

- 1. Please complete all information on the application using blue ink or type.
2. The Campus Principal or Director will arrange personal interviews. You will receive no further reply unless you are being considered for a specific position(s).
3. This application will remain active for one year and must be renewed in writing after that time to keep it active. An application that remains inactive for two calendar years will be discarded.
4. Each applicant should edit the data provided most carefully before submitting this form to the Administrative Office.
5. If a position is accepted with another district/firm, please notify the Administrative Office.

FOR OFFICIAL USE ONLY:

Date Received \_\_\_\_\_

Date Hired \_\_\_\_\_

Reactivation Date \_\_\_\_\_

(Please print using blue ink or type)

I. PERSONAL DATA

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name First Middle (Other)

Date

Current Mailing Address \_\_\_\_\_

( ) Area Code/Telephone

City State Zip-code

( ) Area Code/ Cell

E-mail Address \_\_\_\_\_

( ) Area Code/Work or Other

Highest degree received Major Minor

Position(s) Desired: \_\_\_\_\_

## II. CERTIFICATION INFORMATION

### Certificate or License Currently Held:

- None
- Valid Texas
- Valid Other State \_\_\_\_\_
- Texas Emergency
- Texas One-Year: Expires \_\_\_\_\_
- Texas Temporary Administrative: Expires \_\_\_\_\_

NCLB Compliant: \_\_\_\_\_

Level(s) of Certification: \_\_\_\_\_

Other Name(s) that may appear on records \_\_\_\_\_

### Alternative Certification:

Program \_\_\_\_\_

Supervisor/Advisor \_\_\_\_\_

Mailing Address \_\_\_\_\_

Area Code/Telephone \_\_\_\_\_ Area Code/Fax \_\_\_\_\_

Areas of Specialization/Endorsements (as listed on certification):

\_\_\_\_\_  
\_\_\_\_\_

### Check any of the following you are able to direct or coach successfully:

Track \_\_\_ Football \_\_\_ Basketball \_\_\_ Baseball \_\_\_ Tennis \_\_\_ Softball \_\_\_

Math \_\_\_ Music \_\_\_ Science \_\_\_ Clubs \_\_\_ Theatre \_\_\_ Debate \_\_\_

Oratorical Contests \_\_\_ Art \_\_\_ Playground Activities \_\_\_ Cross Country \_\_\_

## III. PROFESSIONAL DATA

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion. \_\_\_\_\_

\_\_\_\_\_

Papers/articles published \_\_\_\_\_

\_\_\_\_\_

Seminars/workshops conducted \_\_\_\_\_

\_\_\_\_\_

Other related professional activities \_\_\_\_\_

Professional-Application

**IV. EDUCATIONAL DATA**

Name and Location of School(s) Attended	Course of Study	Diploma, degree, certification or license held	Year Graduated

**V. RECORD OF PREVIOUS PROFESSIONAL EXPERIENCE – LIST MOST RECENT EXPERIENCE FIRST**

Dates of Employment	Name of School Supervisor Address and Phone Number	Position	Reason for leaving

**VI. OTHER RELATED WORK EXPERIENCE – LIST MOST RECENT EXPERIENCE FIRST**

Name and Address Of Employer	From - Mo./Yr. To - Mo./Yr.	Position Held and Description of Work Done	Name of Employer	(Area Code) Phone Number

**VII. PROFESSIONAL REFERENCES**

Give five professional references including superintendents, principals, or supervisors who have knowledge of your ability, character, and personality.

Name	Position	School address(Street, City, State, Zip)	(Area Code)Phone

**VIII. ADDITIONAL INFORMATION**

Have you been recommended to continue in your present position?  If no, please explain. \_\_\_\_\_

\_\_\_\_\_

Have you been discharged from or not re-employed in a prior position? \_\_\_\_\_ If so, where? \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or any crime involving moral turpitude?\*Yes  No

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Do you have a relative who is a member of the Comfort ISD Board of Education? Yes  No

If yes, please give the name of relative and relationship: \_\_\_\_\_

\_\_\_\_\_

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\*Moral turpitude is defined as an act of baseness, vileness or depravity in the private and social duties, which a person owes another member of society or society in general and which are contrary to the accepted rules of right and duty between persons. Crimes involving moral turpitude include, but are not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.

Has any court ever received a plea of guilty or a plea of nolo contendere from you for any felony offense or offense involving moral turpitude? Has any court deferred further proceedings without entering a finding of guilty, and placed you on probation? \*\* Yes  No  If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Can you, as a condition of employment, submit verification of your legal right to work in the United States? \_\_\_\_\_

What languages can you read, speak or write? \_\_\_\_\_

Why are you applying for a position in the Comfort ISD? \_\_\_\_\_

What is the most significant thing you have done recently to improve yourself professionally? \_\_\_\_\_

Explain \_\_\_\_\_

\_\_\_\_\_

List any special honors or past achievements obtained during prior employment or while attending college, which may relate to the position being sought. \_\_\_\_\_

Tell what assets you bring to Comfort ISD that will make you a valuable employee. \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information presented in this application to the best of my knowledge is true, accurate and complete.\*\*\* It is understood that this application and all inclusions become the property of Comfort Independent School District. I hereby authorize Comfort Independent School District 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 21.917. References, placement folder information and other information, which becomes a part of this record, may be revealed to all persons who participate in the selection of employees.

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Date

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Signature of Applicant

**Reminder to the Applicant:**

- 1. Complete all items on the application.**
- 2. Send complete, unofficial copy of transcript(s).**
- 3. Send a copy of professional certification(s).**
- 4. Wait to be contacted regarding a personal interview**

**Return Complete Personnel Packet to:**

**Comfort ISD  
Personnel Office  
P.O. Box 398  
Comfort TX 78013**

(Title IX Prohibiting Discrimination on the Basis of Sex in Education Programs or Activities by Recipients of Federal Financial Assistance)

Comfort Independent School District hereby gives notice to applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Comfort ISD, that it does not discriminate on the basis of sex in the educational program or activity which it operates, and that it is required by Title IX and this part not to discriminate in such a manner.

For information about your rights or grievance procedures, contact the Comfort ISD Title IX Coordinator,  
John E. Chapman, at 327 High Street, Comfort Texas (830) 995-6400.

Comfort Independent School District por la presente avisa a solicitantes para la admisión y el empleo, los estudiantes y los padres de elemental y estudiantes de instituto de enseñanza secundaria, los empleados, las fuentes de la referencia de solicitantes para la admisión y el empleo, y todas uniones o las organizaciones profesionales que tienen negociación colectiva o acuerdos profesionales con el Comfort ISD, que no discrimina a base del sexo en el programa o la actividad educativos que lo opera, y que es Requerido por el Título IX y esta parte para no discriminar en tal manera.

**ATTENTION TRS RETIREES APPLYING FOR A POSITION WITH COMFORT ISD**

Effective September 1, 2005, the District is required to contribute to the TRS pension fund 12.4% of compensation and to pay a health insurance surcharge for certain retirees employed by the District. These contributions and payments will result in deductions from the affected employee's salary with the District. Additionally, employment of TRS retirees by the District, whether by contract or at-will, will be contingent upon the employee's execution of a waiver and release of claims under the Age Discrimination in Employment Act related to the deduction of such contributions and payments from an employee's compensation.

\*\*Conviction of a crime is not an automatic bar to employment. The District will review the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the person is applying before making a determination concerning impact upon consideration of employment.

\*\*\*Any misrepresentation or willful omission of facts may be sufficient for disqualification of this application or termination of employment.

Professional-Application

**DPS Computerized Criminal History (CCH) Verification**  
**(AGENCY COPY)**

I, \_\_\_\_\_, have been notified that a computerized criminal  
APPLICANT or EMPLOYEE NAME (Please print)  
history (CCH) verification check will be performed by accessing the Texas Department of Public Safety  
Secure Website and will be based on name and DOB information I supply.

Because the name based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of \$9.95 to the fingerprinting services company, L1 Enrollment Services.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

**(This copy must remain on file by your agency. Required for future DPS Audits)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please:</b> <b>Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____	NO _____      _____ initial
Purpose of CCH: _____	
Hire _____	Not Hired _____      _____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

## CRIMINAL HISTORY RECORD INFORMATION ADDENDUM

The Comfort Independent School District is authorized by state law to obtain criminal history record information on individuals being considered for employment with the district (Texas Education Code §22.083). The information requested below is necessary to obtain criminal history record information.

**Please print using blue ink.**

Name \_\_\_\_\_  
                            Last  First  Middle

Date of birth \_\_\_\_\_

Sex:                       Male                       Female

Ethnicity:

- Native American
- Asian or Pacific Island
- Black, not Hispanic
- Hispanic
- White, not Hispanic

Position(s) for which you are applying: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver License Number \_\_\_\_\_ State \_\_\_\_\_

**Please allow 1-2 days for record checks.**

This form will be filed separately in the personnel office.