

Leonard Independent School District
1 Tiger Alley
Leonard, Texas 75452
903-587-2318

Employment Application for Professional Personnel

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

Date of application _____ Date Available _____ Social Security Number _____

Name _____
Last First Middle Initial

Other name(s) that may appear on records _____
(Used for certification, reference, and criminal history record checks)

Are you legally entitled to work in the United States? Yes No U.S. Citizen: Yes No

Present Address: _____ Permanent Address (If Different): _____
Street _____ Street _____
City _____ City _____
State _____ Zip Code _____ State _____ Zip Code _____

E-Mail Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

Position Applied For

- | | | |
|---|--|---|
| <input type="checkbox"/> Elementary Pre-K – K | <input type="checkbox"/> All Level Music | <input type="checkbox"/> Library |
| <input type="checkbox"/> Grades 1-3 | <input type="checkbox"/> Bilingual | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Grades 4-6 | <input type="checkbox"/> ESL | <input type="checkbox"/> Principal (Elementary) |
| <input type="checkbox"/> Special Education (Elementary) | <input type="checkbox"/> Coach | <input type="checkbox"/> Principal (Secondary) |
| <input type="checkbox"/> Special Education (Secondary) | <input type="checkbox"/> Vocational | <input type="checkbox"/> Asst. Principal (Elementary) |
| <input type="checkbox"/> Secondary (Junior & High School) | <input type="checkbox"/> Counselor | <input type="checkbox"/> Asst. Principal (Secondary) |
| <input type="checkbox"/> All Level Art Nurse | <input type="checkbox"/> All Level Health & P.E. | <input type="checkbox"/> Other: _____ |

Certification Status

- | | | | |
|--|---|---|-------------------------------|
| <input type="checkbox"/> Texas Provisional | <input type="checkbox"/> Texas Standard Renewable | <input type="checkbox"/> Texas Professional | |
| <input type="checkbox"/> Texas 1 year Permit | <input type="checkbox"/> Texas Professional | <input type="checkbox"/> Other State | <input type="checkbox"/> None |

Select Type of Certificate

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Complete Texas Certification | <input type="checkbox"/> Applied for Texas Certification | <input type="checkbox"/> Out of State Certification | <input type="checkbox"/> Alternative Certification |
| <input type="checkbox"/> Applying for Alternative Certification | <input type="checkbox"/> Texas Emergency Certificate | <input type="checkbox"/> Certification exams (Not Completed) | |

Preferences (List Preference for Teaching and Subject Positions Desired)

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |

List Preferences for Academic/Athletic and/or Extracurricular Activities

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

Language Spoken Other than English _____

Teaching Certificate

Certification Areas Elementary, Secondary, All Level	Certified Teaching Fields	Date Issued	Expiration Date	State Issued

List other teaching fields with 18 semester hours or more _____

Education – Copies of all Transcripts and Teaching Certificates are Required for Application to be Considered

High School _____ Location _____

Colleges/Universities/Vocational/ Trade School/Others attended	City, State	Major	Minor	Degree	Date Earned Mm/dd/yy

Honors, Awards

List any academic and professional awards or honors you received, any extracurricular activities or organizations in which you participated or belonged and any professional, civic, or charitable organizations in which you are a member. You may exclude any activities or organizations that the names of which would reveal the race, religion, or national origin of its participants or members.

High School _____

College _____

Community and Professional _____

Student Teaching Experience

Date _____ Name of School _____ Address _____

Cooperating Teacher _____ City _____ State _____ Zip _____

Principal _____ Grade and/or Subject Taught _____

University Supervisor _____

Teaching Experience (List in Chronological Order – Most Recent First)

From		To		No. of		School Name With Address	Name of Supervisor Title/Telephone Number	Grade or Subject Taught	Reason For Leaving
Mo.	Yr.	Mo.	Yr.	F/T	P/T				

Have you ever been discharged from any employment, had a contract of employment non-renewed, been asked to resign from your employment, or resigned from employment in lieu of discharge or non-renewal? Yes No

If yes, provide a full description of the circumstances of the discharge, non-renewal or resignation _____

Non Teaching Experience (List in Chronological Order – Most Recent First)

From Mo. Yr.		To Mo. Yr.		Employer's Name, Address, Telephone w/Area Code	Supervisor	Position (Brief Description)	Salary/ Rate of Pay	Reason For Leaving

Professional References (Please Print)

Applicants are required to furnish at least four references. Applicants with teaching experience should include superintendents, principals, and teachers as references. Beginning teacher applicants should include college instructors and public school supervisory teachers. Please do not list relatives.

Leonard Independent School District interprets the Open Records Law to read as follows: (1) an applicant will not be given the opportunity to see written references or recommendations; (2) pre-employment references or recommendations will not be considered part of the employee's personnel file. Place an asterisk beside any reference not to be contacted at the present time and indicate the time that a contact may be made.

Full Name of Reference	Place of Employment/Position	Phone/Fax Number	Address	City, State, Zip

Miscellaneous Information

List relatives who are either employed by LISD or members of the LISD Board of Trustees and include the family relationship.

Have you ever been convicted of a crime or received deferred adjudication, probation or other deferred ruling for any crime (excluding minor traffic violations)? Yes No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentence, fine probation, deferred adjudication, or similar disposition. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements. LISD conducts a criminal history check on all applicants for hire. Failure to fully disclose your criminal history, if any, will preclude further consideration of your application for employment.