

# CALVIN NELMS CHARTER SCHOOLS

20625 Clay Road  
Katy, Tx 77449

Phone: 281-398-8031

Fax: 281-398-8032

## EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

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

<b>Personal Data</b>	Date of application _____ Social Security number _____ Name _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Last</span> <span>First</span> <span>Middle initial</span> </div> Current address _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>Street/Box</span> <span>City</span> <span>State</span> <span>ZIP Code</span> </div> Email _____ Home phone _____ Other name that may appear on records _____ <small>(Used for certification, reference, and criminal history record checks)</small>			
<b>Position Data</b>	List the position(s) you are applying for _____ Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____ Have you been employed by <b>Calvin Nelms Charter Schools</b> in the past?      Yes      No If you answered yes, provide dates of employment _____			
<b>Education / Training</b>	<b>Name and location of schools attended</b>	<b>Course of study and major/minor</b>	<b>Diploma, degree, certificate, or license held</b>	<b>Year graduated</b>

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<b>Certification</b>	<p>Certificate or License Currently Held:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> None</li> <li><input type="checkbox"/> Valid Texas</li> <li><input type="checkbox"/> Valid Other State (Which state: _____)</li> <li><input type="checkbox"/> Texas Emergency</li> <li><input type="checkbox"/> Texas One-Year: Expires _____</li> <li><input type="checkbox"/> Texas Temporary Administrative: Expires _____</li> </ul> <p>Level(s) of Certification: _____</p> <p>_____</p> <p>Areas of Specialization/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>																							
<b>Teaching Experience</b>	<p><b>List teaching experience beginning with most recent years.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name and location of school</th> <th style="width: 25%;">Type of assignment</th> <th style="width: 25%;">Dates taught</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name and location of school	Type of assignment	Dates taught	Reason for leaving																
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<b>Other Work Experience</b>	<p><b>Please provide a list of all other jobs or administrative positions you have held in the past 10 years.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">School district/firm name</th> <th style="width: 25%;">Position/title</th> <th style="width: 25%;">Dates employed</th> <th style="width: 25%;">Reason for leaving</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				School district/firm name	Position/title	Dates employed	Reason for leaving																
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<b>Professional Data</b>	<p><b>Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.</b></p> <p><b>Papers/ articles published</b> _____</p> <p>_____</p> <p><b>Seminars/workshops</b> _____</p> <p>_____</p> <p><b>Other related professional activities:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>						
	<b>General Information</b>	<p>Do you have a relative who serves on the <b>Calvin Nelms Charter Schools</b> Board of Directors?    Yes    No</p> <p>If yes, please provide the relative's name and relationship _____</p> <p>Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?    Yes    No</p> <p>If yes, please state where, when, and the nature of the offense _____</p> <p>_____</p> <p>_____</p> <p><b>(A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)</b></p>					
		<b>References</b>	<p><b>Please list references the district can contact regarding your work history. Include all managers and supervisors who evaluated or supervised your performance at your last two employers.</b></p>				
			<b>Full name of reference</b>	<b>School district/ firm name</b>	<b>Mailing address</b>	<b>Position/ title</b>	<b>Area code, phone number</b>

# EMPLOYMENT APPLICATION FOR PROFESSIONAL PERSONNEL

**Verification**

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

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

I understand that the district is authorized by Texas Education Code § 22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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 **12 months**. If you have not received a response during this time period, you may reapply or reactivate your application.

# CRIMINAL HISTORY CHECK

Section 22.083 of the Texas Education Code allows school districts to complete a criminal history check on all applicants. **Calvin Nelms Charter Schools** completes a criminal history check on all applicants. You are requested to complete this form and return it with your application.

*Please print or type:*

<b>Name: Last</b>			<b>First</b>			<b>Middle</b>			<b>Social Security Number</b> _____-_____-_____					
<b>Date of Birth</b>			<b>Place of Birth</b>						<b>Sex</b> ____ Female      ____ Male					
<b>Race</b> ____ American Indian			____ Asian			____ Black, non-Hispanic			____ Hispanic			____ White, non-Hispanic		
<b>Drivers License Number &amp; State</b>						<b>List all other last names you have used</b>								

I hereby authorize all persons, schools, organizations, credit bureaus, and law enforcement agencies to supply **Calvin Nelms Charter Schools** any information concerning my background in connection with employment consideration, and I do release them from any liability and responsibility arising from doing so.

A copy of this authorization may be accepted with the same authority as the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date